

Dear Sir / Madam,

Greetings!

I am writing to extend my interest to be part of your team, to seek a challenging position in any given fields in a progressive, reputed, professionally managed organization, as well as to utilized my talents and enhance my skills. I know this will be a great opportunity for me to showcase my educational and employment skills and at the same time, I'm very versatile to adopt and work in any organization. I love socializing with others, as it gives me very good opportunities to connect with people / other nationalities, to learn and discovering new skills and culture.

I would like to gain experience working in a new environment and this would be another milestone to my next job position that offers me nothing more than career advancement, new experience and a better future for me and my family.

Looking forward to hearing from you.

Respectfully yours,

A handwritten signature in black ink, appearing to read 'Beverly Tibor', with a stylized, cursive-like flourish.

BEVERLY ANN F. TIBOR

Mob: +974 77673590

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SUMMARY

Versatile Front Office and Administrative supports with a strong background in office management and logistic operations. Excellent in verbal and written communication skills with the ability to communicate effectively and professionally with all staff and clients. Meets deadlines and works with a high level of multicultural awareness and adaptability.



HIGHLIGHTS

- Proficient computer skills including MS Office applications, and other office devices/equipment.
- Administrative job & Logistics services
- Able to handle multiple tasks and project simultaneously.
- Detail-oriented plus strong organizational skills.
- Excellent in oral and written communication skills.
- Can adapt well and easily to learning / working environment.
- Can work in a team with leadership potential.
- Has a strong determination and desire to learn.
- Ability to work independently with minimal supervision.

EDUCATION

Tertiary: Bachelor of Science in Computer Science
University of the East - Graduated in 2007

PERSONAL DATA

Date of Birth: 13 Nov 1985
Nationality: Filipino
Marital Status: Single
Visa Status: Transferable with NOC

WORK EXPERIENCES

August 2023 – December 2023

**Secretary/Storekeeper
(Temporary)**
Accros Trading Company
Doha, Qatar

November 2018 – July 2022

Administrative Supervisor
Widyan Health and Beauty Center
Doha, Qatar

February 2015 – August 2017

Receptionist cum Secretary
Ansar Group of Companies
Doha, Qatar

April 2007 – January 2015

Department Secretary
Perpetual Help College of Manila
Manila, Philippines

DUTIES AND RESPONSIBILITIES

Scope of works

- Preparing a quotation instructed by sales/engineers for the company's Government or Private Dental Clients.
- Communicating with the International Supplier regarding delivery, order and supplies.
- Coordinating with Forwarding Partner to ensure prompt and proper movement of shipments.
- Coordinating with storekeeper about incoming shipment delivery.
- Provide logistics support.
- Receiving and screening emails.
- Maintain office supplies inventory.
- Keep admin documents filed systematically in both electronic and hardcopy formats.
- Operate office equipment's such as printers, copiers, fax machine etc.
- Greet visitors, callers and handle their inquiries.
- Support the General Manager and staff members of the company.
- Book and confirm appointments via phone and email.
- Advertise our services on social media.
- Track monthly costs (e.g Payroll, hair care products, and equipment).
- Monitor stock of beauty products and order supplies as needed.
- Process transactions (cash and credit cards) and issue receipts.
- Attending all telephone calls related to any official or business queries and route them through proper channels.
- Assist the General Manager's Team for preparation of any documents, letters, notices etc., as per their requirement.
- Attending monthly meeting with the General Manager and Showroom Managers and taking down the minutes of the meeting.
- Prepare Local Purchase Order (LPO) for any official necessities or as per the need of the management and also need to obtain the signatures from the concerned department manager or GM Team to be processed.
- Be the source of reference to staff, promotes camaraderie and teamwork in the company.
- Knowledgeable in using the following software: Peach Tree (Sage 50 Accounting) and EzyERP.

References:

Ms. April Mae D. Ponesto +974 33304472
Secretary – Accros Trading Company

Ms. Teresita R. Peralta +974 50173659
Former Beautician – Widyan Health
and Beauty Center

Mr. Primitivo Parayaoan +97433251725
IT Engineer – Amiri Guard

I hereby certify to the best of my knowledge and belief that all information provided in this form, as well as any attachment to the form, is accurate and complete.



BEVERLY ANN F. TIBOR
Applicant