

PRINCESS MAY P. MORASE

RECEPTIONIST / ADMINISTRATIVE ASSISTANT



OBJECTIVES:

Seeking a challenging position where I can learn new skills, expand my knowledge, leverage my learning and contribute to the organization's growth. Experienced professional with strong organizational skills and ability to coordinate multiple tasks.

Address: Electra St.,
Abu Dhabi, United Arab Emirates

Mobile No.: +971 58 901 7359
E-mail Add. :
Princessmaypaguyo2130@gmail.com

PERSONAL INFORMATION:

Age: 25 years old
Date of Birth: 30 April 1998
Gender: Female
Civil Status: Married
Nationality: Filipino
Religion: Catholic

PERSONAL QUALIFICATION:

- Self- motivated and able to work both independently and as a collaborative team member.
- Enthusiastic and flexible.
- Patient, empathetic and communicative.
- Display strong work ethics, organizational skills and cleanliness
- Conversant in English both oral and written.

Knowledgeable in relevant computer applications

SKILLS:

- MS Office Tools Proficient
- Excellent verbal communication
- Good telephone communication etiquette
- Ability to handle office equipment (e.g., the telephone system, printer and the fax machine)

LANGUAGES SPOKEN:

Filipino, English

WORK EXPERIENCES:

• **Discovery Employment LLC**

Receptionist cum HR Staff

2207 Addax Tower, Al Reem Island
Abu Dhabi, United Arab Emirates
06 November 2021 - present

- Greeting visitors
- Managing security and telecommunications systems
- Handling queries and complaints via phone, email and general correspondence
- Transferring calls as necessary
- Taking and ensuring messages are passed to the appropriate staff member in time
- Managing meeting room availability
- Receiving, sorting, distributing and dispatching daily mail
- Preparing vouchers
- Handling transcription, printing, photocopying and faxing
- Recording and maintaining office expenses
- Handling travel arrangements
- Coordinating internal and external events
- Managing office inventory such as stationery, equipment and furniture
- Overseeing office services like cleaners and maintenance service providers
- Assisting the HR team with recruitment, onboarding and termination processes
- Maintaining safety and hygiene standards of the reception area
- Book ticket and coordinate with travel agency for worker's ticket.

EDUCATIONAL ATTAINMENT:

INSTITUTE/UNIVERSITY:

**BACHELOR OF SCIENCE IN HOTEL RESTAURANT MANAGEMENT
INTERNATIONAL SCHOOL OF ASIA AND THE PACIFIC**
Cagayan, Philippines; Undergraduate, 2014-2015

SECONDARY:

MONICO RARAMA NATIONAL HIGH SCHOOL
Roxas Isabela, Philippines; 2014 - 2010

ELEMENTARY:

SAN PEDRO VILLA CONCEPCION
Roxas Isabela, Philippines; 2010 - 2004

CHARACTER REFERENCES:

- Ms. Lea Mamuyac
HR/Admin Officer, Discovery Employment LLC
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- Ms. Pearl Justine Garbanzos
Secretary/Client Coordinator, Discovery Employment LLC
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I hereby certify that the above information is true and correct to the best of my knowledge.

Princess May P. Morase
Applicant