

CARIE ANNE GUILLERMO

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CAREER OBJECTIVE:

- *Experienced and motivated Secretary/Receptionist, seeking a position in a challenging environment where I can utilize my extensive office management skills. More than 3 years of experience successfully providing administrative and secretarial support to the engineers and accounts department. Proficient in a range of computer applications. Well-developed communication and customer service skills. Well-organized and manage to meet multiple assignments in a tight deadline.*

EDUCATIONAL BACKGROUND:

Diploma/Certificate in Information Technology (Major in Computer Programming)

(Year 2012-2014)
Isabela State University – San Mariano
Campus
Sta. Filomena, San Mariano, Isabela,
Philippines

TRAINING:

- NCII passer in Computer Hardware and Servicing
TESDA, Ilagan City, Isabela,
Philippines

EMPLOYMENT HISTORY:

Secretary/Receptionist

*Al Mamaas Engineering Laboratory
Industrial Area-15, Sharjah-U.A.E
(October 12, 2016 – March 25, 2020)*

Duties and Responsibilities

- Prepare and modify documents including correspondence, quotations, reports, invoices and emails.
- Provide general administrative and clerical support including mailing, scanning, faxing and copying to management.
- Assist in resolving any administrative problems.
- Dealing with clients through phone calls or personally regarding their inquiries.

Cashier/Saleslady

*Centro Department Store Cauayan
City Isabela, Philippines
(April 2014 - August 2015)*

Duties and Responsibilities

- Greeting the customers entering into organization.
- Handling all the cash transaction of an organization.
- Receive payment by cash, credit cards etc.
- Checking daily cash accounts.
- Guiding and solving queries of customer.
- Maintaining daily, weekly and monthly report of transactions.

Junior Inspector

*Future Card International
(The Smart Way)
Sharjah, U.A.E
November 2015 – January 2016*

Duties and Responsibilities

- Monitoring and writing daily reports
- Maintaining the good quality of the cards
- Inspect or test cards are being produced.
- Accept or reject finished cards
- Remove all cards that fail to meet specifications
- Ensuring that all testing is performed to the highest standards.
- Providing support to team members.

KEY SKILLS & COMPETENCIES:

- ✚ Proficiency in computer
- ✚ Possessing plenty of patience
- ✚ Resourceful, well organized, highly dependable, efficient and detail oriented.
- ✚ Physically fit, having plenty of stamina and able to stand for long periods
- ✚ Can work independently, multi-task, and take ownership of various parts of a project or initiative.
- ✚ Excellent in communication skills (written or verbal)
- ✚ Eager to develop new challenges and specialized skills.
- ✚ Ability to work effectively and efficiently in a team environment

PERSONAL DATA

Date of Birth	:	November 10, 1994
Age	:	25 yrs. old
Marital Status	:	Single
Citizenship	:	Filipino
Visa Type	:	Employment Visa (For Cancellation)
Language	:	English
Religion	:	Roman Catholic
Passport No.	:	EC8357317
Issue Date	:	20/07/2016
Expiry Date	:	19/07/2021

"I here assure that the information furnished above are true and correct to the best of my knowledge.

Carie Anne Guillermo
Applicant