

ABSAR A. ALIH

DUBAI ,MUTEENA DIERA

Contact No. : 0547866279

NATIONALITY: FILIPINO

RELIGION :ISLAM

E-MAIL: alihabsar809@yahoo.com



OBJECTIVES

To strive for excellence in any field of business development with dedication and focus Pro-active approach, positive attitude and passion and to utilize my knowledge and skill in the best possible way for the fulfillment of organization goals

CAREER KNOWLEDGE / SKILL AND ABILITIES

Knowledge in Microsoft Applications:

- Such MS Word, MS Excel, MS Access, MS Publisher, MS Power Point

Programming Languages:

- C++ Programming / VB 6.0 Programming / VB.Net / Programming Java

Good writing analytical and problem-solving skill

- Ability to communicate effectively
- Ability to follow oral and written instructions

WORK EXPERIENCES: DUBAI

GMG GULF MARKETING GROUP SUND AND SAND SPORTS

POSITION APPLY: **OFFICE ASSISTANCES CUM RECEPTION / FILLING CLERCK**

APRIL - DECEMBER (2020-2022)

EMIRATES NUCLEAR ENERGY CORPORATION

3RD PARTY COMPANY (MARCH 2018- 2020)

POSITION APPLY : **OFFICE ASSISTANT CUM MESSENGER**

POSITION APPLY : OFFICE ASSISTANCES CUM RECEPTION / FILLING CLERCK

DUTIES AND RESPONSIBILITIES:

- Greet and welcome guests as soon as they arrive at the office
- Preparing coffee and tea for staff and Visitors
- Direct visitors to the appropriate person and office
- Answer, screen and forward incoming phone calls
- Ensure reception area is tidy and presentable, with all necessary stationery and material (e.g. pens, forms and brochures)
- Provide basic and accurate information in-person and via phone/email
- Receive, sort and distribute daily mail/deliveries
- Maintain office security by following safety procedures and controlling access via the reception desk (monitor logbook, issue visitor badges)
- Order front office supplies and keep inventory of stock
- Update calendars and schedule meetings
- Arrange travel and accommodations, and prepare vouchers
- Keep updated records of office expenses and costs
- Perform other clerical receptionist duties such as filing, photocopying, transcribing and faxing

EDUCATION ATTAINMENT:

COLLEGE : Asia's Latin City Training Institute

DATE GRADUATED : April 5, 2012

DEGREE : Information Communication Technology

PERSONAL INFORMATION:

DATE OF BIRTH : April 30 1991

NATIONALITY : Filipino

RELIGION : Islam

MARITAL STATUS : Single

VISA STATUS : Residences Visa

REFERENCES:

AVAILABLE UPON REQUEST

I hereby certify that the above information is true and correct.

ABSAR AKMAD ALIH