CONTACT

+973 35932524

jaypearlpaguinto@gmail.com

House 7227, Block 263, Road 6376 , DIyar Al Muharraq

SKILLS

- Knowledge in Microsoft Office (Word, Excel, Outlook, PPT)
- Clerical/Admin/Secretarial
- Knowledge in Bahrain Law
- Good Communication
- Positive Attitude
- Team Work
- Self-Management
- Willing to Learn and Cope Up
- w/ Valid Driving License

LANGUAGE

- English
- Filipino (Native Language)

EDUCATION

Bachelor of Science in Hotel and Restaurant Management

JAY PEARL PAGUINTO

OFFICE ASSISTANT

OBJECTIVES

To seek ways in developing a successful career where my skills are effectively utilized to their fullest potential and produce continual experience with growth opportunities.

WORK EXPERIENCE

Office Admin

Casa Arabia Design Studio W.LL (September 2022 - Present)

Umm ALhassam, Bahrain

-Perform general administrative tasks. such as answering and directing phone calls: handling email, faxes, files, mailings. and deliveries: presentations, quotations. invoices. P.O. ; GOSI Payment, Sijilat, LMRA

-Maintain filing system contacts database, employee lists, and inventories.

-Keep the file organised.

- Meeting suppliers and clients.

Office Assistant

Tylos Publishing and Press (January 2021 - September 2022)

South Sehla, Bahrain

- Perform general administrative tasks. such as answering and directing phone calls.

- Perform clerical functions incidental to delivery activities. including completion of daily delivery.

- Sorts and prioritizes items for delivery and delivers to speci fic locations.

-Perform customer service functions by interacting with clients, addressing their requests and concerns. and communicating the details of those concerns to the supervisor or manager.

- May assist with product ion functions: running of copiers or finishing procedures

Receptionist

Mirador Hotel (July 2020 - January 2021)

Exhibiton Road, Bahrain

-Greet all guests and assist them with check -in and check out. Maintain a positive attitude and friendly demeanor.

-Respond to all guest questions and requests. Answer and forward plane calls.

-Manaqe guest bookings and reservations. Keep a tidy and orderly workspace.