

Dear HR,

This is to introduce myself and to let my interest in becoming a party of your company. The enclosed Curriculum Vitae will furnish you with information concerning my overall employment background, education and skills. My work abilities are backed up with experiences and knowledge. I assure you that I can successfully fulfill any obligations requiring of any responsibility upon your company.

In each of my previous job experiences, I have performed my assignments with a high degree of skill and professionalism. My current objective is to obtain a position that will fully utilize my skills and offer an opportunity for continued professional growth. I believe in excellence and have always dedicated myself, my talents, and my creative abilities to assure the successful accomplishment of any company goals. My positive attitude and willingness to give 150% makes me a valuable asset to any organization that would employ me. I am confident that my skills will be an asset and have favorable impact in your organization.

I look forward to hearing from you in the near future and hopefully to schedule an interview in which I hope to learn more about your company. It's goals and plans and how I may be able to contribute to its continued success and growth. Thank you for your time.

Sincerely,

Grace Andres

GRACE SIBUG ANDRES

Flat 42, Bldg. 1710, Road 2427, Block 324

Juffair, Kingdom of Bahrain

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OBJECTIVE

Applying for the position of Executive Secretary / Office Secretary with 14 years of experience office management. Expert with Microsoft office software's. Knowledge of business administrative support to management and company through conducting and organizing administrative duties and activities; to look forward in joining a professional group that promotes professional and personal growth as well.

SKILLS

- ☐ Proficient in Microsoft Windows (i.e. Word, Excel, PowerPoint, Outlook)
- ☐ Proficient in English and Filipino (verbal and written communication)
- ☐ Can work in a fast paced and multi-faceted-focused environments
- ☐ Efficient in carrying out multi-tasking functions and responsibilities
- ☐ Proficient in Public Relations
- ☐ Capable to evaluate a person (i.e. Human Resources)
- ☐ Driving (own car)

EXPERIENCE

July 01, 2018 - Present

Ammar Basheir Creative Studio SPC

Mahooz, Bahrain

**Personal Assistant
Secretary**

- Discretion and trustworthiness
- Produce logs, registers, transmittal and other reports as required.
- Flexibility and adaptability
- Receiving incoming calls and connecting – local and international calls.
- Good oral and written communications skills
- Report to the Owner
- Organizational skills and the ability to multitask
- Knowledge with procurement, logistic, fabric, wallpapers an hard finishing
Communicating with the suppliers

July 10, 2016 – June 27, 2019

Greenview Landscaping W.L.L.

Manama, Bahrain

Executive Secretary

- Examine, review and verify document types of all incoming documents.
- Produce logs, registers, transmittal and other reports as required.
- Provide assistance to users in capturing and locating electronic information.
- Receiving incoming calls and connecting – local and international calls.
- Doing Corresponding Letter, Sending and checking emails
- Report to the Director

- Organize office, computer files and manage the office supplies
- Preparing: LPO, Payment Voucher, Invoice, Receipt, and Bank commitment

Apr 01, 2014 – Apr 10, 2016

WE Event for PR & Events Organising

Manama, Bahrain

Executive Secretary

- Receiving incoming calls and connecting – local and international calls.
- Doing Corresponding Letter
- Sending and checking emails
- Report to the General Manager
- Organize office and computer files
- Preparing: LPO, Payment Voucher, Quotation, Invoice, Receipt, Cheques, and Salary Slip
- Running some office errands
- Doing HR work (i.e. Interviewing, reviewing CV etc.)
- Maintain the office supplies
- Basic Accounting
- Doing Hotel and Booking Flights

Manama, Bahrain

Apr 1, 2013 – Jan 2, 2014

MCR

Executive Secretary

- Receiving incoming calls and connecting – local and international calls.
- Drafting Letter, Sending and checking emails
- Report to the President/CEO
- Organize office files and manage the office supplies

Sept 11, 2009 – Mar 27, 2013

ALEZZ TRADING COMPANY

Manama, Bahrain

Executive Secretary

- Checking voice mail message daily
- Receiving incoming calls and connecting – local and international calls.
- Drafting messages / communications with suppliers
- Faxing of local purchase order
- Maintain appointment to Managing Director

Sept 23, 2006 – June 10, 2007

Doha Asian Games and Gulf Gate

Doha, Qatar

Hotel Executive Secretary

- Prepares guest-relation matters
- Responsible for the processing of purchase orders from various departments of the hotel.
- Prepares quotation and other communications for the clients

EDUCATIONAL BACKGROUND

Southeast Asian College

2001

Quezon City, Philippines

Bachelor of Science in Hotel and Restaurant Management

SOFTWARE EXPERIENCE / SKILLS

- **Software's:**
 - MS PowerPoint
 - MS Word
 - MS Excel
 - MS Outlook
 - MS Internet Explorer