

JIA MAE R. PERUDA

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Visa: Tourist Visa



Career Objective: To be part of a company that indulges professional growth which provides challenging and rewarding career while utilizing my knowledge and skills.

WORK EXPERIENCED

Admin Assistant - Auto Loan Department

Maybank Philippines (May 2018 – May 2019)

- Processed Auto Loan Application.
- Verified Client's Employer Information.
- Answered and handled telephone Auto Loan inquiries.
- Developed and updated spreadsheet and database.
- Performed data entry.
- Receive, sort and distribute incoming mail.
- Monitor incoming emails and answer or forward as required.
- Coached new employees on administrative procedures and company policies
- Provided administrative assistant to Auto Loan Department.

Office Admin Staff – Registrar Department

University of Makati, Makati Philippines (April 2017 – April 2018)

- Oversee, coordinate and perform day to day school administrative functions
- Receive, sort and distribute the mail
- Prepare and maintain student records and ensure that they are updated regularly
- Answer telephone calls and transfer calls to the appropriate recipients
- Assist in Enrollment process
- Monitor student fee dues
- Handling other office tasks, such as filing, sorting documents
- Handled Certificate of Registration of the College Students
- Photocopy and print out documents on behalf of other colleagues

Front Desk Receptionist

EcoSolutions Engineering Firm (March 2012 - March 2014)

- Welcomes visitors by greeting them, in person or on the telephone; answering or referring inquiries.
- Directs visitors by maintaining employee and department directories; giving instructions.
- Monitoring logbook.
- Receives courier packages and deliveries.
- Maintains safe and clean reception area by complying with procedures, rules, and regulations.
- Contributes to team effort by accomplishing related results as needed.

PERSONAL SKILLS & TECHNICAL SKILLS

- Good customer service and organizational skills
- Attention to detail
- Excellent English written and verbal communication skills
- Highly organized and efficient
- Knowledgeable in clerical/administrative proper filing system
- Can work multi-tasking duties
- Can work under pressure
- Has zest for learning and willing to be trained
- Ability to work independently or as part of a team
- Microsoft Office (MS Word, Excel, Power point, Internet)
- Able to operate standard office equipment
- Draft letters, memos and mails.

EDUCATION**BS in Business Administration major in Office Management (2012 – 2018)**

University of Makati

Makati City, Philippines

**PERSONAL
INFORMATION**

Age	:	23 years old
Birth date	:	08 May 1996
Nationality	:	Filipino
Civil Status	:	Single
Religion	:	Born Again
Languages Spoken	:	English and Native Filipino