



Mieka Rizza F. Espiritu

Summary:

Seeking a position in a dynamic where I can launch my career and work towards building a strong skill set. A hard-working individual looking for a challenging position where I can showcase my skills and contribute to the growth of the organization.

Professional Experience:

Admin Office Assistant-February 2023 to August 2024
Landmark Group-Dubai Marina, UAE

- Greeting and welcoming clients professionally and ensure every visit is registered.
- Arrange courier services and manage office supplies.
- Assist with typing, printing, binding, photocopying, scanning documents for various department and lamination.
- Maintain the family office area, ensuring cleanliness, organizing updated magazines.
- Assisting Chairwoman, family, CEO and Directors.
- Effectively and professionally, offering a swift resolution to any issues.

Admin Clerk-July 2015 to August 2022
Local Government Unit-Philippines

- Handle confidential files
- Verifying outdated data and make any necessary changes to records.
- Operate common office equipment like scanner and printers.
- Inputting data and compiling documents.
- Scheduling meetings and supervising other administrative personnel.
- Communicate and coordinate with internal departments.

Sales Representative/Data Entry
January 2012-September 2014

Wheeltex Motorcycle Company Incorporated, Cagayan De Oro, Philippines

- Provide information and offered suggestions base on the needs and desires of the customers.
- Execute call plans for customer.
- Process order application and request.
- Encode and print monthly report on business tax fees, charges collection and receipts.
- Receiving and evaluating document from clients applying for a clearance.

Mankhool, Bur Dubai, Dubai, UAE



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EDUCATION:

BACHELORS DEGREE

San Isidro College
BS in Commerce

Major in Management 2004 -
2007
Bukidnon, Philippines

PERSONAL SKILLS:

Able to manage priorities and workload within general schedule of work, instructions and maintain composure under pressure. Also can work with less supervision.

AREAS OF EXPERTISE:

- Microsoft Office
- Data Entry
- Flexible and adaptable
- Clerical & Communication Skills
- Operational support
- Exceptional multitasker