

GLADDEZ MAQUIDATO



504 Sheikh Zayed Road, Dubai, UAE

Phone: +971 58 212 7890

Email: gladdezmaquidato1984@gmail.com

Visa: Visit Visa (valid until August 15, 2025)

Ready to join Immediately

PROFESSIONAL SUMMARY

Reliable and organized Office Attendant with proven experience supporting daily administrative and office operations. Skilled in maintaining cleanliness, organizing supplies, managing mail distribution, and providing assistance to staff and visitors. Known for a strong work ethic, punctuality, and ability to work independently or within a team. Demonstrates professionalism, attention to detail, and a commitment to maintaining a safe, efficient, and welcoming workplace environment.

CORE COMPETENCIES

- Office Cleaning & Maintenance
- Mail & Document Distribution
- Meeting Room Preparation
- Refreshment Service (Tea/Coffee/Water)
- Supply & Inventory Monitoring
- Basic Clerical Support
- Phone Call Handling & Message Taking
- Support During Receptionist Breaks
- Visitor Assistance & Hospitality
- Air Conditioning & Lighting Checks
- Restroom Hygiene Coordination
- Office Key Management
- Pest Control Monitoring
- Filing & Document Organization
- Team Collaboration & Communication
- Time Management & Punctuality
- Professionalism & Confidentiality

PROFESSIONAL EXPERIENCE

Office Attendant | Michael Cinco Dubai, Dubai, UAE | April 2023 – May 2025

- Maintained cleanliness and organization of showrooms, fitting rooms, and office spaces to ensure a professional environment for VIP clients, designers, and staff.
- Served tea, coffee, and refreshments to high-profile visitors, models, and team members during fittings, meetings, and events.
- Assisted with handling and organizing fashion samples, garments, and accessories with care and confidentiality.
- Prepared meeting rooms and presentation spaces before designer briefings and client visits.

EDUCATION

Bachelor of Arts in Business Management

Saint Joseph Institute of Technology, Philippines

2006 – 2010