



JEMALYN D. MANTE

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Dubai Marina, UAE

I am passionate about designing digital experiences that are both visually stunning and intuitive, and always strive to create designs that delight and engage users.

Objective

Dedicated and detail-oriented professional seeking an administrative and secretarial position to leverage organizational and communication skills in a dynamic work environment.

V-APOSTOL PHARMACY

Administrative Secretary Cum Assistant Pharmacist

AUGUST 2022 – December 2023

- *Provide comprehensive secretarial and administrative support to senior management.*
- *Manage executives' calendars, schedule meetings, and coordinate travel arrangements.*
- *Prepare and edit documents, reports, and presentations with a high level of accuracy.*
- *Screen and handle incoming calls, emails, and inquiries, ensuring effective communication.*
- *Maintain confidential files and records, handling sensitive information with discretion.*
- *Taking inventory of all medication and pharmaceutical supplies.*
- *Restocking shelves with medications and other pharmaceutical supplies.*
- *Accurately typing and printing out prescription labels.*
- *Directing all questions relating to prescriptions, health matters, or medications to the pharmacist.*

R FUELS

CASHIER

OCTOBER 2019– JULY 2022

- *Handle the cash register and operate the pump for customers as required*
- *Regularly communicate with supplier and assist restocking shelving and product display.*
- *Kept balance sheets of the amount receive and daily transaction.*
- *Calculate total payments received during a time and reconcile with total sales.*

AR PHARMACY

Pharmacy / Admin Assistant Cum

MAY 2016 – SEPTEMBER 2019

- *Assisted the team in day-to-day operations, including calendar management.*
- *Managed office supplies, maintained inventory, and liaised with vendors to ensure a well-equipped workplace.*
- *Drafted and edited correspondence, reports, and presentations for internal and external distribution.*
- *Taking inventory of all medication and pharmaceutical supplies.*
- *Restocking shelves with medications and other pharmaceutical supplies.*
- *Accurately typing and printing out prescription labels.*
- *Directing all questions relating to prescriptions, health matters, or medications to the pharmacist.*

EDUCATION:

Batchelor of Science In Education Major in HOME ECONOMICS (1999 – 2003)

SKILLS

- *Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).*
- *Excellent organizational and multitasking abilities.*
- *Strong written and verbal communication skills.*
- *Detail-oriented with a focus on accuracy and efficiency*
- *Discretion and ability to handle confidential information.*