



Beatriz Anne Francisco

RECEPTIONIST CUM OFFICE ASSISTANT

Objective

To get an opportunity where I can make the best of my potential and contribute to the organization's growth. Seeking a position in a company where I can launch my career and build a valuable skill set and to enhance more of knowledge and skills.

Contact Info

Mobile No.: +971 522607543

Email: baaf0524@gmail.com

Skills

- Multi-tasking
- Knowledge in cashier duties
- Customer service
- Printing, photocopying , scanning
- Clerical duties
- Telephone operator
- Computer Literate (MS Word, MS Excel, MS Outlook, MS Power point)
- Knowledge with doing design in Canva
- Fast typing skills
- Knowledge with printer/photocopying machines for some minor issues, changing toner

Education

STI College Paranaque/Regis Marie College –
Bachelor of Science in Office Administration

• June 2010 – March 2015

Personal Data

- Age: 30 Years Old
- Birth Date: May 24, 1993
- Nationality: Filipino

Work Experience

FRONT OFFICE RECEPTION CUM OFFICE ASSISTANT

FALCON HOME ENTERTAINMENT – January 4, 2018 to November 2023

Doha, Qatar

ROLE

- Answering and attending calls for inquiries in a polite and appropriate way. Receiving guests and visitors with a friendly approach and politely way.
- Clerical works such as doing filing and arranging documents for proper arrangement including personal and confidential documents and staffs file.
- Maintain cleanliness in the reception area, and assisting visitors and guest suppliers.
- Checking and ordering office stationery supplies.
- Receive shipments and documents. ID renewals and vehicle license from the Post.
- Assist all the departments for the things they need beyond my knowledge and assistance. Assisting the Admin & HR department for Administrative works.
- Encoding and preparing all the data regarding for insurance policy for company and each stores, all ID renewals of staffs and vehicle license.
- Assisting our staffs for the things that they need beyond my assistance.
- Knows how to use printer photo copier and scanner machine.
- Printing ID & Passport copies for the office files.
- How to fix some minor issues for the photocopier machine. Like as changing toner.
- Encoding telephone bills, internet bills, electricity bills, medical list of staffs with their medical balance.

Certificate

- Baking & Pastry
- Barista

Hobbies

- Knowledge in Baking pastry & cake
- Knowledge in being a Barista
- Knowledge in doing crafting and design using Canva
- Less Knowledge in editing videos using (Mobile only)

Character Reference

- Available upon request.

DATA ENCODER/ TYPIST

JUSTINO CORPORATION – February 2016 to September 2016
Philippines

ROLE

- Encoding customer and account data from the source of documents handed by the warehouse supervisor
- Distributing & preparing transactions for material receiving report, merchandise transfer slips and transmittal slips.
- Compiling, verifying accuracy and sorting information to prepare source data for data entry.
- Review data for deficiencies or errors, correct any incompatibilities if required.
- Respond to queries for information and access relevant files.
- Comply with data integrity and security policies.

ADMINISTRATIVE ASSISTANT

RMG8 COMMERCIAL CONCEPTS – September 2015 to January 2016
Philippines

ROLE

- Answering direct phone calls
- Organize and schedule appointments
- Plan meetings and take detailed minutes.
- Prepare correspondence memo, letters, and forms.
- Assist the Manager in all Administrative functions.
- Update and maintain office policies and procedures
- Order office supplies and source out new deals and suppliers.

Beatriz Anne Francisco
Applicant