



JOY B. LICAROS

CAREER OBJECTIVE

A motivated Administrative Assistant seeking a responsible and challenging position in a growth oriented environment where my experience and skills will significantly contribute to the overall success of the organization and provide opportunities for my career growth. Over 5 years' experience providing administrative and secretarial support to the Management. Demonstrated ability to work independently to complete multiple tasks and willing to undergo trainings for improvement.

EXPERIENCE

WRENCH BUILDING MAINTENANCE LLC

Business Bay, Dubai

Admin Assistant

2013 – Present

- Handle incoming and outgoing calls and record accurate messages
- Organize and schedule appointments
- Manage Office supplies, petty cash, and upkeep
- Develop and maintain computer and manual filing system
- Schedule client and suppliers' meetings and site visit
- Coordinate with Client and Supplier
- Follow-up Suppliers and Clients' work status through call and email
- Prepared Reports, Quotation, Invoice, Receipt, and LPO
- File and Organize Office Files
- Receive and screen internal and external communications, including mail and email
- Book Hotel arrangements
- Perform data entry
- Scanned and photocopy documents
- Prepare letter as per Clients and Company requirement
- Perform other tasks such as collecting and submitting documents

KONIG TRADING LLC

Dubai Investment Park 1, Dubai

Receptionist cum Sales Coordinator

Temporary (2013)

- Attend Incoming phone calls
- Coordinate with the Management and client
- Record accurate messages as per Client instruction
- Follow-up Clients as per pending status and inquiry

SKILLS

Soft Skills

- Administrative Support
- Knowledgeable in Social Medias
- Filing and Data Archiving
- Effective Communication Skills
- Adaptability

Technical Skills

- MS Office - Proficient
 - Adobe Photoshop – Knowledgeable
 - AutoCAD – Knowledgeable
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EDUCATION

Iloilo Science and Technology University
(Formerly Western Visayas College of Science and Technology)

Bachelor of Science in Mathematics and minor in Computer Science, 2012

CERTIFICATES

Filipino Institute
JLT Branch, Dubai
Secretarial and Office Management Certification, 2019

Philippine Call Center Inc., PCCI
Iloilo City, Philippines
Finishing Course for Call Center Agents NC II Certification, 2012