



Receptionist/ Admin Assistant- Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company. A highly organized and hard-working individual looking for a responsible position to gain practical experience.

Conie R. Surabia

Bachelor of Science in Development
Education-
Visayas State University

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Personal Info:

Nationality: Filipino

Gender: Female

Age: 28

Marital Status: Single

Visa Status: Visit Visa- December
2020

Skill Highlights

- Microsoft Office
- Scheduling
- Dedicated team player
- Data organization
- Multitasking & Prioritization
- Attention to detail
- Organization and efficiency

Languages

English
Tagalog

Experience

Admin Assistant – Shinning White Cleaning Company

International City, Dubai UAE- January 2020- March 2020

Job Descriptions:

- Entering customer and account data from source documents within time limits.
- Compiling, verifying accuracy and sorting information to prepare source data for computer entry
- Reviewing data for deficiencies or errors, correcting any incompatibilities, and checking output

Statistical Researcher – Philippine Statistic Authority

July 2018 – February 2019

Job Descriptions:

- Responsible in preparing a letter to the mayors or government officials for courtesy call
- Participated in conducting the house to house interview regarding the national research in Labor Force Survey and Family Income and Expenditure Survey in the Philippines
- Collect or gather data and encode in the data base system for the bases of national report and statistic

Demand Creation Activity Team Personnel – San Miguel Foods Inc.

May 2016 – October 2017

Job Descriptions:

- Conducted seminars to promote products
- Organized venues and events to facilitate the audience by sending letter to the government officials for courtesy call, invitation letters to inform the community and preparing paraphernalia for seminars
- Preparing programs and proposals to create demand which will be presented during sales meetings
- Submitting daily, weekly, monthly, and yearend report

License:

Professional Regulation Commission Philippines - Licensure
Examination for Agriculturist

Passed the exam on November 2017