

Erika M. Delos Santos

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Objectives

To discover a stimulating profession where I may advance professionally. To obtain an occupation that will allow me to utilize my competence while also providing opportunities for progression. To enhance my professional outlook by discovering and learning from different fields.

Skill Highlights

- Multi line phone proficiency
- Strong decision maker
- Letter / email preparation
- Invoice procesing
- Multi tasking
- Service-focused

Experience

Administrative Assistant - 06/2016 to 01/2019

Bakhit Alsuwaidi Customs Consultancy ,Dubai Investment Park 1,DUBAI UAE

- Restocked supplies and placed purchase orders to maintain adequate stock levels.
- Negotiated contracts with vendors and suppliers for office supplies, equipment and services.
- Executed record filling system to improve document organization and management.
- Answered multi line phone system, routing calls, delivering messages to staff and greetings visitor.
- Built and maintained excellent customer relationships through timely response to inquiries and going above and beyond to accommodate unusual request.
- Preparing documents for meetings and managing calendar for supervisor, manager.
- Arranging travel and accommodation.

Education

College undergraduate (no degree) Tourism and Travel Management 2005-2007
Lyceum Northwestern University (Philippines)

Secondary Graduate – Conception High school (Malanday Marikina City , Philippines) -2004