

Lolita Marianito-Son

Abu Dhabi, United Arab Emirates
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EMPLOYMENT OBJECTIVE: To contribute in the success of an organization by fully utilizing my experiences, skills and knowledge in a position that offers an increasing level of responsibility and competitiveness.

WORK EXPERIENCES in United Arab Emirates:

Receptionist cum Secretary

Haz Marble Industry & Trade LLC
Abu Dhabi, United Arab Emirates

Duties Performed:

- Meeting and greeting clients
- Overseeing clerical task, such as sorting and sending mails
- Booking meetings
- Arranging couriers
- Maintaining files
- Answering and forwarding phone calls
- Taking and delivering messages

General Accounts / Secretary

SC Refrigeration & Steel Works, L.L.C.
Abu Dhabi, United Arab Emirates

Duties performed:

- Keep track of the accounting records
- Support/Assist in processing of accounting reports
- Maintain operational account ledgers
- Assist with payroll preparations
- Assist in bank reconciliation.
- Assist in making project quotations
- Manage email and other correspondences
- Bookkeeping
- Finalizing accounting reports

Lolita M. Son
Applicant