



Loravel Aba

OBJECTIVE

Seeking a challenging administrative assistant position where my strong organizational skills, attention to detail, and ability to effectively manage tasks can contribute to streamlining office operations and supporting company goal.



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Navygate, Abu Dhabi



iheartjeron25@gmail.com

Skills

- MS Office Proficiency
- Flexibility
- Multi-Tasking
- Secretarial
- Teamwork
- Time Management

Work Experience

2022-2023

Municipal Local Government Unit

Administrative Assistant - Secretary

- Provides administrative support to ensure efficient operation
- Carries out administrative duties such as filing, typing, copying, binding, scanning and emailing
- Answers phone calls, schedules meetings and supports visitors.
- Organizes and schedule appointments

Education History

2019-2023

Christ the King College

Bachelor of Science in Business Administration
Major in Finance Management