

# ERLYN PLOCIOS ARISGA

🏠 Al Majaz 1, Sharjah  
☎ 0503171582  
✉ erlynarisga@gmail.com



## Career Objectives

Seeking a position in a company of growth and excellence, enhancing my working capabilities, professional skills and serving the organization with the best of my ability with determination and dedication.

## KEY SKILLS:

- Computer literate (Microsoft Word, excel,)
- Ability to work well with others.
- Ability to grasp new ideas and grow in knowledge

## Professional Experiences

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**\* Al Areej Honey 🍯 - Sales**  
**Souq Al Jubail, Sharjah**  
**2018 - 2024**

**\* Panama Advertising & Designing – Admin & Sales Coordinator/Receptionist**  
**Choitram Bldg, Office no.8, King Faisal Street, Sharjah UAE**  
**April 19, 2017 till**

- Reception Works
- Assisting CEO & assisting Sales Team
- Assisting client inquiries & respond to emails.
- Preparing quotations.

**\* Pioneer Brothers Computer Trading LLC – Secretary/ Assistant Account / Receptionist**

**Opp. Royal Ascot Hotel, NoorTalib Bldg. Officeno. 305, Bur Dubai, Dubai, UAE**  
**March 2015- May 2016**

- Meeting arrangement for management
- Assisting CEO
- Assisting guests
- Answers the phone calls and respond to e-mails.
- Writing cheques & TTs

- Depositing cheque at the bank & withdrawing cash.
- Delivering the cheques to DS Concept (Insurance Company)
- Cheques & TTs writing & documentation.
- Bank loans & Credit card payment follow up on time
- Update suppliers purchasing sheet & cheques releasing corresponding to the invoice.
- Handling Petty Cash (for office items needed)
- Collecting final invoices from purchasing & forwarding to the concerned persons for data entry on the system.

**\* *Al Massam Technical Services – Secretary / Receptionist / Assist. Accounts***

**Al Quoz 3, Industrial Area, Dubai, UAE**

**March 7, 2013 – March 31, 2015**

**\* *Omar Al Khayyam Restaurant – Office Assistant / Cashier***

**Al Orooba St. near Lulu Center, Sharjah UAE**

**November, 2008 – March, 2011**

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### **ACADEMIC QUALIFICATION**

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Divine Word College of Legazpi  
College of Accountancy and Commerce  
Legazpi City, Abo Philippines, 2007  
**Bachelor of Science in  
Management & Accountancy**

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### **PERSONAL DATA**

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Date of Birth:	September 5, 1985
Passport no.:	P7950182B
Expiry Date:	October 20, 2031
Visa Status:	Employment Visa
Civil Status:	Single
Religion:	Christian
Nationality:	Filipino
Languages:	Tagalog, English & Basic Arabic

***I hereby certify that above information is honestly true and correct to the best of my knowledge and belief.***

**Erlyn P. Arisga**  
Applicant