



JUDY ANNE TACCAD



Dubai, UAE



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EDUCATION

Bachelor of Science in Business

Administration Major in Financial

Management Batch 2020

Metro Manila College, Philippines

SOFTWARE SKILLS

- Excel
- MS Office
- Canva
- Power Point

PERSONAL SKILLS

- Strong interpersonal skills.
- Ability to communicate effectively on all levels.
- Able to work well with people at all levels and can work independently.
- Has a strong determination, flexible, hardworking, responsible, and goal-oriented person.
- Willing to undergo training and learn new skills.

PROFESSIONAL SUMMARY

To secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills.

WORK EXPERIENCE

AND Events Management LLC

Administrative

- **Communication & Coordination:**

- Handling emails, phone calls, and correspondence.
- Scheduling and coordinating meetings, appointments, and events.
- Preparing and distributing memos, reports.

- **Documentation & Record-Keeping:**

- Maintaining accurate records and filing systems (both digital and physical).
- Preparing reports, presentations, and other documents.
- Ensuring proper documentation of company policies, procedures, and compliance requirements.

- **Office Management:**

- Ordering office supplies and managing inventory.
- Maintaining office equipment and arranging repairs or upgrades.
- Organizing workspace to ensure a clean and efficient environment.

- **Data Management:**

- Entering and updating information in databases and systems.
- Preparing data for analysis and generating reports.
- Ensuring data accuracy and confidentiality.

- **Financial & Budget Management:**

- Processing invoices, expense reports, and other financial documents.
- Assisting with budgeting and financial planning.
- Handling petty cash

- **Human Resources Support:**

- Assisting with recruitment, onboarding, and training of staff.
- Managing employee records and attendance tracking.
- Coordinating employee benefits and office-related HR tasks.

- **Customer Service:**

- Responding to inquiries from clients, customers, or stakeholders.
- Addressing complaints and providing appropriate solutions.

- **Project Coordination:**
 - Supporting project planning and execution.
 - Tracking progress and deadlines for various tasks.
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Metro Manila College Inc.

February 2021 – May 2024

Administrative Assistant/Receptionist

- Handles incoming calls and other communications.
- Manages a filing system and updates information in the database.
- Records information as needed.
- Helping organize and maintain office common areas.
- Performing general office clerk duties and errands.
- Coordinates events with other offices as necessary.
- Maintains supply inventory and office equipment.
- Ensures proper coordination with Student Aides and Immersionist.
- Assumes responsibility for all documents signed and certified by her;
- Performs other duties that may
be requested from the higher
officials.

ACHIEVEMENTS

- **Dean's lister 2019**
- **Dean's lister 2020**

PERSONAL DATA

Date of Birth: June 21, 1996

Age: 27 years old

Nationality: Filipino

Religion: Catholic

Place of Birth: Caloocan, Philippines

Visa: Tourist Visa

******Character References are available upon request.***