

GHEIAMA EORIJUELA

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I am dedicated to getting an opportunity where I can maximize my potential and significantly contribute to the organization's growth.



JOB EXPERIENCE

ASSISTANT MANAGER/RECEPTIONIST- Al Nahda, Dubai

2023-Present

- Manage the schedules and reservations for appointments of Clients
- Oversee daily operations
- Responsible for daily, weekly and monthly revenue reports
- Performing financial transactions, including cash, bank transfer and credit cards
- Handle confidential information and documents with discretion and maintain their proper organization
- Performing general cleaning tasks and maintaining areas
- Answering calls and inquiries
- Monthly stock and inventory
- Handling opening and closing daily revenue
- Assist and help the team if needed
- Preparing daily/weekly staff schedule

ADMINISTRATIVE ASSOCIATE, District Hall of Parañaque Philippines **(GOVERNMENT)**

2019-2021

- Provides office operations support such as preparing and composing confidential correspondence on the initiative, receiving and screening telephone calls and visitors, and screening and prioritizing mail.
- Responds to inquiries providing information requiring comprehensive knowledge of policies and procedures; interprets administrative decisions and policies to other staff.
- Prioritizes and arranges meetings, conferences, and appointments for supervisor; makes all necessary travel arrangements and itineraries; prepares and files travel authorization and travel vouchers for supervisor, staff, or guest; determines and prepares background materials needed.
- Coordinates customers and staff activities, including interviews, selection, appointment, promotion, processes permits, payroll, scholarship application/waiver, and employees' worker time sheets.
- Orders supplies, furniture, and equipment in accordance with department guidelines; authorizes/ approves expenditures or actions for administrative and operational needs sometimes requiring high-level signatures.

**WAREHOUSE OFFICE ASSISTANT, Commission on Elections – Philippines
(GOVERNMENT)**

Name - 1
2018

- Visually inspect incoming and outgoing items for signs of damage. Package materials are to be shipped out according to company protocol.
- Log incoming and outgoing materials and fill out all associated paperwork.
- Manage inventory of shipping supplies and order new items as needed. Process deliveries, log them into the inventory system, and store them properly within the warehouse. • Pull items to be shipped from the warehouse and prepare them for delivery. This includes creating shipping labels for all outgoing packages. Keep warehouse and work areas clean and organized. This includes breaking down boxes and removing trash.

EDUCATION

STI COLLEGE - ALABANG, Senior High School 2016-2018
Humanities and Social Sciences

PITOGO NATIONAL HIGH SCHOOL, Junior High School 2013-2016

SKILLS

- Strong organizational and time management skills
- Exceptional communication and interpersonal skills
- Ability to work independently
- Detail-oriented and able to handle multiple tasks simultaneously
- Experience in managing and handling documents
- Quick adaptability and flexibility

Name - 2