



JENNIFER B. CONSIGO

Admin Assistant cum Receptionist

Detail-oriented and proactive administrative receptionist with 5 years of experience in managing front desk operations and providing exceptional customer service. Proficient in handling multi-line phone systems, scheduling appointments, and managing administrative tasks efficiently. Adept at maintaining a professional and welcoming atmosphere for clients and visitors. Strong organizational skills combined with a friendly demeanor enable effective communication and problem-solving.

Contact

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International City Dubai, UAE

Education

Bachelor of Secondary Education

Dr. Francisco L. Calingasan Memorial Colleges Foundation Inc.

2012-2016

Nasugbu Batangas, Philippines

Skills

- Organized
- Communication
- Teamwork
- Meeting deadlines
- Critical thinking

Language

English

Filipino

Personal Info

Age: 32

Nationality: Filipino

Visa Status: Employment Visa

Experience

Admin Assistant cum Receptionist

Emerging Abrasives DWC LLC - Dubai Jan 2019 - Present

- Providing telephone coverage, including responding to inquiries, properly routing calls, and taking detailed messages.
- Coordinating schedules and calendar appointments
- Provides administrative support to department management.
- General office duties such as copying, processing mail, filing, and faxing.
- Prepares and processes: purchase orders, expense reports, invoices, check requests, and telecommunications requests for approval.
- Prepared leases and 5-day notices and assisted with projects.
- Coordinating incoming and outgoing department communications including phone calls, memos, e-mails, reports, and proposals.
- Provides administrative support to department management.
- Processes expense reports, and department/project invoices in a timely fashion.
- Responsible for maintaining a checkbook for the department and updating budget back-up.

Front Desk Receptionist

PAYLESS PARTS AND CAR CENTER June 2018 - September 2018

- In charge of the reception, assisting visitors & answering incoming calls.
- Maintain visitor, employee, and department directories and logs.
- Organize the reception area while complying with office procedures, rules, and regulations.

Experience

● Office Staff / House Planning

H.R.D SINGAPORE PTE LTD

May2017 - May2018

- Strictly comply and perform very well in its tasks that are in accordance with its company policies and procedures.
- Give accurate and even complete data that is necessary to the needs of the company.
- Assist one's superior by encoding the right information or data needed.
- Encode the necessary data give a complete, accurate, and organized manner that is important to the needs of the company or any entity.
- Report and provide accurate data to one's superior.

● Teacher

Ramon Belen Cordero Academy

June2016 - March2017

- Attend the morning assembly daily on time.
- Address the students on moral principles and social and environmental issues.
- Follow the conduct rules notified in CCS (Conduct) Rules 1964 & CCS(CCA) Rules 1965.
- The teacher must evaluate the students from time to time.
- Maintain the Teacher's Diary regularly with the lesson plan.
- Reach the class on time for teaching.
- Teachers who are also faculty in-charges will conduct regular meetings and discuss the methods to improve the performance of students in the subject.
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I CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.