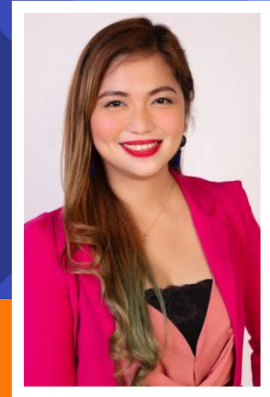


Estephanie Joy Phelps



Experience

Apr 2021 – Present

Office Coordinator • Perfect Purity General Trading • UAE

Mar 2018 – Apr 2021

Receptionist • Goldfish Photography & Video FZ LLC • UAE

July 2016 – Dec 2017

Administrative Assistant • Kim-Joy's Buko Juice • Phi

Jan 2016 – May 2016

Receptionist • Rolman World FZCO • UAE

June 2013 – Dec 2015

Receptionist • Global Gases Group FZE • UAE

Motivated, results-driven & experienced Receptionist with over 9 years of extensive and diversified experience. Flexible and versatile thrives on rapidly changing situations & deadline-driven environments, and always remains open to new challenges.

Education:

Olivarez College Tagaytay, Cavite, Philippines

- Bachelor of Science in Nursing (2011)

Communication:

Exceptional communicator, skilled at developing highly productive relationships with vendors, clients, and stakeholders. Recognized and respected for meticulously decisive processes and operational development prowess that leads to sustained organizational growth.

Training / Seminar Attended:

Secretarial & Office Management (2020)

Skills:

Leadership	Administrative Support	Operations Management
Communication	Time Management	Customer Relations
Active Listening	Computer Skills	Problem Solving

Contact

📍 Salah Al Din, Deira, Dubai, UAE

📞 +971 52 8207953

✉️ Estephelps08@yahoo.com

Personal Information:

Age: 30 years old

Date of Birth: Dec. 13, 1991

Civil Status: Married

Duties & Responsibilities:

04/2021 – Present

OFFICE COORDINATOR

- ✚ Set up personnel files and confirms that data remains accurate.
- ✚ Schedules Interviews with hiring managers and coordinates the group interviews.
- ✚ Organizes relevant office events.
- ✚ Communicate with staff to order office supplies and manage the booking of the meeting rooms.
- ✚ Oversees property management services including maintenance of the building and ordering proper janitorial supplies

03/2018 – 03/2021

RECEPTIONIST CUM SALES ASSOCIATE

- ✚ Provided high-level administrative support by managing operations, preparing statistical reports, information requests, and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings.
- ✚ Managed quotations based on client needs/requests and assisted with the team's schedule, upcoming shoots, and deadlines.
- ✚ Set appointments for customers using our computerized customer management system.
- ✚ Creating a professional atmosphere through opportunity and knowledge to make customers have a great experience with the company.

07/2016 - 12/2017

ADMINISTRATIVE ASSISTANT

- ✚ Managed day-to-day clerical duties such as filing, typing, copying, binding, scanning, etc,
- ✚ Ensured operation of equipment by completing preventive maintenance requirements; calling for repairs; maintaining equipment inventories. evaluating new equipment and techniques; verifying receipt of supplies
- ✚ Deal with customers, and employees to answer questions, disseminate information, and address complaints.
- ✚ Organized the scheduling of meetings, conferences, and events; distributed minutes for them.

01/2016 – 05/2016

RECEPTIONIST / ADMINISTRATIVE ASSISTANT

- ✚ Supervised and managed administrative operations and always delivered excellent customer service.
- ✚ Responsible for Issuing Gate passes to company visitors through the JAFZA website and assisting the secretary in preparing Visa Applications for the staff.
- ✚ Keeping accurate monthly and annual sales records on a computer database, creating detailed sales reports to management or potential investors.

06/2013 - 12/2015

RECEPTIONIST, GLOBAL GASES GROUP FZE, UAE

- ✚ Establishes positive relationships with guests and employees by communicating well and using strong interpersonal skills.
- ✚ Answering the telephone promptly and attending to callers' requests professionally.
- ✚ Sort and file correspondence and perform miscellaneous clerical duties such as answering correspondence and writing reports.
- ✚ Maintain security protocols by following procedures and controlling access (monitor logbook, issue visitor badges)