



Angel Joy P. Concepcion

Admin & HR Coordinator/ Receptionist

PROFILE

A committed and versatile professional with extensive experience in administration, customer support, and accounting. Known for delivering exceptional service, managing diverse tasks, and supporting teams in dynamic, fast-paced environments. Proficient in coordinating operations, enhancing workflow efficiency, and fostering strong relationships with clients and stakeholders. Equipped with excellent communication and organizational skills, ensuring smooth operations and high client satisfaction. Currently based in Dubai and seeking to leverage a broad skill set in a new industry.

CONTACT

- +971 54 493 0602
- angeljoy.concepcion@yahoo.com
- Al Rigga, Dubai

EDUCATION

Bachelor of Accounting Technology

University of the East - Manila
2015-2019

KEY SKILLS

- Scheduling
- Time Management
- Multitasking
- Attention to Detail
- Customer Service
- Problem Solving
- Teamwork
- Strong Organizational and Communication Skills
- Adaptability
- WPS
- Payroll
- Recruitment
- Basic Accounting

EXPERIENCES

Receptionist / Admin Assistant / HR Coordinator / Personal Assistant to Executive

Downtown Reality Real Estate Brokerage L.L.C.

Trade Center First, Dubai

Nov 2023 - Present

Administrative Responsibilities:

- Managed and organized daily office operations, ensuring efficiency and adherence to company policies.
- Prepared reports, managed records, and maintained accurate documentation.
- Assisted in scheduling meetings, coordinating travel arrangements, and overseeing office supplies.
- Handled confidential documents with discretion and professionalism.

Reception Duties:

- Acted as the first point of contact for clients and visitors, maintaining a welcoming and professional front desk.
- Managed phone lines, email correspondence, and appointment scheduling to ensure seamless communication.
- Directed inquiries and ensured prompt response to client needs and follow-ups.

HR Assistance:

- Supported HR functions, including the onboarding process for new employees, maintaining staff records, and assisting in recruitment.
- Participated in training initiatives to enhance HR knowledge and practices.
- Assisted in drafting HR-related documents such as employee letters and announcements.

Personal Assistant Tasks:

- Provided comprehensive support to the CEO, including managing calendars, arranging meetings, and coordinating travel logistics.
- Assisted with personal errands and tasks as needed, demonstrating reliability and trustworthiness.
- Handled sensitive information with utmost confidentiality.

Accounting Clerk

Fortune Tobacco Corporation

Pasig City, Philippines

Aug 2019 - Oct 2023

- Maintained accurate financial records and performed daily accounting tasks.
- Prepared and processed invoices, purchase orders, and expense reports.
- Assisted in monthly and annual financial reporting and reconciliations.
- Collaborated with the finance team to ensure compliance with accounting standards and regulations.
- Communicated to different suppliers and owners
- Provided administrative support, including data entry and document management.

LANGUAGES

Tagalog ● ● ● ● ●
English ● ● ● ● ●

REFERENCE

Sharmaine Agustin
Procurement Officer
+971 54 399 7613