**Objective:**

Seeking an appropriate position in a leading company to make my career and status better in an advance condition, talking the full confidence and responsibility, I look for a suitable environment wherein my varied experience could be fully utilize and satisfy your requirements and I believe that I can advances from my career.

**Key Skills:**

* Excellent interpersonal and communication skills.
* Ability to learn and work under pressure.
* Confident and good team player.
* Ability to learn quickly and adapt to changing environments and willingness to accept responsibilities.
* Ability to deal effectively with multicultural environment.

**Professional Experience:**

Name of the Organization : U.A.E

Duration : October 2014 to January 2015

Position held : Sales Representative cum Administrative

**Job Descriptions:**

* Responsible of preparing the entire customer.
* Maximizing sales through excellent customer service and product knowledge.
* Always assists customer with offers.
* Reservation and deliveries.
* Handling phone orders and coordination the customer needs.
* Organising and servicing meetings (producing agendas and taking minutes)
* Handling correspondence
* Implementing new procedures and administrative systems

Name of the Organization : Cebu City Philippines

Duration : 2011 - 2013

Position held : Secretary

**Job Descriptions:**

* Filling, archiving, photocopying, scanning and faxing documents.
* Screening calls and taking massages.
* Making travel and accommodation arrangements for company Directors and senior Managers.
* General ah-hoc duties such as ordering stationary, making tea, and tidying the office.
* Organising and servicing meetings (producing agendas and taking minutes)
* Handling correspondence
* Implementing new procedures and administrative systems
* Liaising with relevant organisations
* Coordinating mail-shots and similar publicity tasks

Name of the Organization : Natasha Products Davao City Philippines

Duration : March to August 2010

Position held : Product Administrator

**Job Descriptions:**

* Deal and promote products
* Prepare weekly orders.
* Write original and enticing product descriptions with accurate details
* Create, optimize, and list new items on the company website
* Conduct relevant market to put the products
* Plan, develop, and execute innovative marketing plans to ensure the company stays competitive in the market
* Promote the company's products and services with engaging content to maximize business potential

**Educational Attainment:**

* Joji Ilagan College of Business and Tourism Davao City Philippines (2 Months) 2009

**Hobbies:**

* Listening to music.
* Reading Books

**Personal Details:**

Date & Place of Birth : 29th October 1991

Sex : Female

Nationality : Filipino

Marital status : Single

Visa Status : Visit Visa



**Gulfjobseeker.com CV No:** **1469616**