**First Name of Application CV No 1624290**

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**OB JECTIVE**

To obtain and secure a position that will enable me to use my organizational skills, my   
 ability to work well with people, quick learning skills, and to have the   
 opportunity to learn and improve my skills and progress in my career.

**PROFESSIONAL EXPERIENCES**

**Technip France** – **Abu Dhabi**, UAE (May 19, 2013 – to present)

Department - : HR and Administration Logistics / Documentation Department  
 Technical Assistant/Clerk

(2013-2014)

**Duties and Responsibilities:**

* answer phones and transfer to the appropriate staff member
* take and distribute accurate messages
* greet public and clients and direct them to the correct staff member
* coordinate messenger and courier service
* receive, sort and distribute incoming mail
* monitor incoming emails and answer or forward as required
* prepare outgoing mail for distribution
* fax, scan and copy documents
* maintain office filing and storage systems
* update and maintain databases such as mailing lists, contact lists and client information
* retrieve information when requested
* update and maintain internal staff contact lists
* co-ordinate and maintain staff administrative records such as staff parking, staff phones and company credit cards
* type documents, reports and correspondence
* organize travel arrangements for staff
* co-ordinate and organize appointments and meetings
* assist with event planning and implementation
* monitor and maintain office supplies
* ensure office equipment is properly maintained and serviced
* perform work related errands as requested such as going to the post office and bank
* keep office area clean and tidy

**Project Management- Technip**

Office Assistant

(2013-2014)

**Duties and Responsibilities:**

* Make copy scan and print Project document.
* Submit and collect documents to and from clients, vendors and banks.
* Assist Project Team in the distribution of documents, drawings and correspondences.
* Assist document Controller in the preparation of final dossier.
* Responsible in filling documents and correspondences both in hard and electronic copies in line with the project procedures, ensuring that they have the proper labels.
* Ensure timely delivery of documents to sub-contractor and / or project sites for review.
* Greet and assist walk-in visitors.
* Making coffee and tea in the meeting room.
* Prepare outgoing mail for distribution.
* Maintain office filling and storage system.
* Monitor and maintain office supplies.
* Keep office area clean and tidy.
* Answer phones and transfer to the appropriate staff member.
* Ensure office equipment is properly maintained and serviced.
* Organize travel arrangements for staff.
* Update and maintain databases such as mailing list, contact lists and client.
* Coordinate messenger and courier service.
* Handle petty cash for some purchases.

**ADCO-Client;**

Office Assistant/Document Controller Assistant

(2014-2015)

**Duties and Responsibilities:**

* Handle document by receiving, distributing, recording and filling.
* Copy, fax, sort mail, hand out reports and memos.
* Placing and expediting orders, verifying receipt, stocking items, delivering supplies to work stations.
* Maintains simple office troubleshooting failures; calling for repair man when required. Monitoring office equipment operation.
* Serves customers by escorting from the reception; interacts with clients, visitors and staffs; confirming client office supply requirements; keeping customers informed of order status.
* Act as property custodian by keeping, issuing and seeking the return of books, manuals &other reference of department.
* Assist with typing as required; type and file information on folders.
* Use of Databases: Upload DDB (Document Database), PDB (Project Database) & PCB (Project Correspondence Database) PDBC (Project Database Comment).
* Scanning of Transmitted Documents & Drawings.
* Preparing Document Transmittal.
* Extensive support for the project staff as far as supplies and other office assistant activities.
* Preparation of final documentation (vendor information, subcontractor documents & engineering documents based on the list provided by project head of document control.
* To ensure that the cover sheet and spine labels are in accordance with client instructions.
* Delivery of final hand over documentation from Technip office to client facilities and ensuring that acknowledgement receipt was return in Technip head office.

**UNILEVER PHILIPPHINES**

MERCHANDISER/SALESMAN

(2003-2012)

**Duties and Responsibilities:**

* Refill and maintain stocks in store shelves .
* Display technique and Analyzing sales information
* Negotiating prices with suppliers
* Give appropriate reports to office of stocks ins and outs for effective ordering goods
* Negotiates the store departments the matter of display request and display approval
* Helping with promotions and advertising campaigns
* Producing sales projections . Visiting suppliers and manufactures.

**ASIA BREWERY INCORPORTED**

SALESMAN

2012-2013

**Duties and Responsibilities:**

* Deal with complaints from customers; discover and handle concerns from customers; Doing effective selling.
* Arrange a number of status reports, for example activities, closings, follow-up and adherence to goals;
* Catch new opportunities, special developments for products and services, collect information as well as feedback thanks to field activity and then coordinate with proper staff of the company;
* Advertise and sell products and services of the company to current and perspective customers;
* Make action plans and schedules to discover certain goals and to make a list of necessary contacts;
* Follow up on new leads and referrals stemming from field activity;
* Discover sales prospects and contact them with other accounts as assigned;
* Make preparations of presentations, proposals and sales contracts;
* Establish and maintain materials relating to sales and knowledge of current products;
* Develop and maintain the relationships with current customers and potential customers as well;
* Make preparations of paperwork to put services of the contract into practice and maintain them
* Take part in events to market the products such as seminars, trade shows, and telemarketing events;
* Follow-up for collection of payments;
* Arrange schedules on shipping and make delivery of merchandise as well as services; Supply of direct and detailed training to new sales staff;
* Control account services through quality checks and other supporting activities;
* Guide and manage company employees to achieve the work required to sell out all the products;
* Establish and deploy special sales activities to reduce products in stock;
* Help the company implement its marketing plans as required.
* Fulfill other duties and responsibilities as assigned

**EDUCATION , TRAINING AND SEMINARS;**

**B.S. in Civil Engineering**   
 (Undergraduate)

Father Urios College, Butuan City,

June 1997– March 2001

College level :

Trainings / Seminar Attended:

1) Salesman Orientation Course--1997  
  
2) Basic Salesman Sales Training Course--2001  
  
3) Sales Capability Journey-2007

4) Sales Accounting Management Workshop-2010

5) Pulse for the Office -03/12/2014 – Technip Head Office,Abu Dhabi

**PERSONAL DATA**

* Date of Birth : November 16, 1980
* Age : 35
* Civil Status : Married
* Languages spoken : English, Filipino (Tagalog)

**QUALIFICATIONS**

* Microsoft Office Application (Word, Excel & PowerPoint)
* Operating System: Microsoft Windows
* Web browsing using the Internet
* Document Filing/Editing
* Strong customer relation skills
* Fluent in English

**PERSONAL ATTRIBUTES**

* Honest and trustworthy
* Respectful
* Hardworking
* Flexible