**First Name of Application CV No 1645518**

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**CAREER OBJECTIVE**

* To strengthen and boost my interpersonal skills through settling into a job that may enhance my skills, knowledge, and capabilities.

**SUMMARY AND QUALIFICATION**

* Proven record of reliability and responsibility.
* Remain calm and professional throughout critical incidents.
* Possess special sensitivity to meeting diverse needs in varied situation.
* Develop rapport to people from a variety of cultures.
* Reporting Skills, Administrative Writing Skills, Microsoft Office Skills, Managing Processes, Organization, Analyzing Information , Professionalism, Problem Solving, Supply Management, Inventory Control, Verbal Communication

**WORK EXPERIENCED**

* **Sadaf Rent a Car LLC - DUBAI**

 **Secretary cum Receptionist – August 2015 to present**

* Record customer information in the Office Manager System and Car Rental Intranet System.
* Receive payment by Cash, Cheques, Credit card and any other mode of payment from customers.
* Making correspondences.
* Answer telephone enquiries from customers, attend to visitors and assist other staff in the organization with their enquiries.
* Scan documents, email, send and receive fax.
* Follow up payments from customers.
* Making Invoices and Quotations.
* Filing documents.
* Monitoring of Incoming and Outgoing cars.
* Responsible for monthly accounts.
* Undertake other duties such as banking, credit control or payroll functions.
* Ensure timely and accurate delivery and pick up of vehicles to the customer.
* Taking booking through online, emails and telephone calls.
* **The Generics Pharmacy-Roosevelt**

**Pharmacist cum Administrative Assistant- 2012-2015**

* Sort and distribute incoming mail to areas and staff within the organization and dispatch outgoing mail
* Write business letters, reports or office memos using word processing programmes.
* Answer telephone enquiries from customers, attend to visitors and assist other staff in the organization with their enquiries.
* Operate a range of office machines such as photocopiers, computers and faxes
* File papers and documents.
* Undertake other duties such as banking, credit control or payroll functions.
* Managing the whole pharmacy branch
* Communicating with customers/patients
* Assisting with customer care
* Ordering products
* Monitoring products (expiration, conditions etc)
* Monitoring staff
* **The Generics Pharmacy-Roosevelt**

**Medical Representative – 2011 – 2012**

* Responsible for selling and marketing of pharmaceutical drugs, health care products and supplies.
* Performs one-on-one meetings with pharmacist, doctors and nurses.
* Introduces new products of the organization.
* Visits hospitals to meet with doctors to persuade them to purchase the products.
* Compiles data on requirement and supplies products required by customers.
* **Gribalde Enterprises**

 **Office Staff cum Receptionist- 2010-2011**

* Answering and receiving telephone calls.
* Scan documents, email, send and receive fax.
* Making Invoices
* Filing etc.
* **SM SHOEMART – PHILIPPINES**

**Sales Assistant – 2010 to 2011**

* Greet customers and ascertain what each customer wants or needs.
* Work with customers with the most cheerful and pleasant disposition
* Give answers to customers’ questions or concerns related to the product they are charged to sell and demonstrate good knowledge of the product
* Communicate and assist customers in any way possible and as the customers may require
* Deal with customer’s complaints professionally and with restraint
* Close as many deals and transactions as possible
* Process or help process payments made by the customer – whether by in cash or credit card
* Report sales accurately

**SEMINAR ATTENDED**

* **3 Day Licensing seminar for Drug Outlets and Drug Establishment**
* FDA.Civic drive Filinvest Corporate city, Alabang, City of Muntinlupa
* **5 Day Community Pharmacy Training Course “Patient Centered Approach”**
* The Generics Pharmacy Main Sun Valley, Paranaque City
* **1 Day Enagaging the Pharmacy in the Control of Tuberculosis**
* Chopstick Cubao Q.C.

**EDUCATIONAL BACKGROUND**

**MARIANO MARCOS STATE UNIVERSITY – Philippines**

B.S Pharmacy

June 2006 – March 2010

**DIVINE WORD HIGH SCHOOL**

June 2002 – March 2006

**GOVERNMENT EXAMINATION TAKEN**

**Pharmacy Licensure Examination**

**Date of Examination:** January 2011

**Remarks:** Passed

**PERSONAL INFORMATION**

Born on February 11, 1990, 25 years old, Filipino, Single, stands 5’2”,