## AREAS OF EXPERTISE

* Customer satisfaction
* Building relationships
* Active listening
* Outstanding

**Key features**

* Customer Service and Sales background
* International work experience
* Attention to details
* Ability To work under pressure and can handle task perfectly
* Microsoft Office and WEB environment
* Interpersonal Skills
* Problem solving

## // Career statement

A motivated individual who takes considerable pleasure in forming lasting positive impressions with Clientele. Immensely enjoys contact with others and is driven to exceed the expectations of both customers and colleagues. Glad to travel, available with minimal notice, and known for thriving under high pressure. Committed to continue professional development.

## // Work experience

### General Trading LLC

communication

* + Expert in Sales
	+ Very Attentive

### Yasmeen Real Estate - Dubai Office / Sales Administrator

December 2013 to present

## PROFESSIONAL SKILLS

* Ability to create a positive service experience
* Performing administration tasks effectively
* Advanced use of computers and software
* Able to quickly learn and clearly communicate regulatory guidelines

## PERSONAL SKILLS

Responsible for completing sales, providing assistance, answering customer inquiries via telephone and email, and more.

* Coordinate appointments of prospective buyers
* Contact property owners and advertise services to solicit business for property sales and listing
* Assisting customers choosing properties
* Providing excellent customer service
* Provide support to the sales team ensuring all objectives are completed.
* Attention to detail
* Problem solving

### R LEC Laser Corp. – Philippines Sales Representative

June 2013 – October 2013

* Negotiation skills
* Team player

## LANGUAGES

* Filipino: Native
* English: Fluent
* Taiwanese Mandarin: Intermediate
* Arabic: Beginner

## EDUCATION

* La Consolacion College – Manila 2000-2003 Bachelor of Science in Business Administration Major: Computer Information Science
* Interface Computer College Manila 1997-1999
* Associates: Computer science

## AWARDS AND RECOGNITION

**2011 Best Foreign Worker**, Hsinchu Taiwan Awardees of highest recognition in an excellent performance of a foreign worker.

## Personal Information

* Nationality: Filipino
* Marital Status: Separated

Extensive knowledge of principles and processes for providing customer service, meeting quality standards and more

* Outstanding Communication and interpersonal skills
* Providing information and client services
* Assisting customers choosing products
* Providing excellent customer service
* Visit clients to quote and negotiate prices and credit terms

### Tech. Corp. - Taiwan

**Quality Control Supervisor** 2004 – June 2013

Performed continues inspection of each step using visual and automated inspection procedures and more

* Responsible for the training of new employee
* Perform careful and complex checks for abnormal and typical results.
* Verify the products are within the Customer Specifications
* Assisted co-workers with their work duties when needed
* Update supervisors with progress reports of product line and QC inspection results

### New Idea Company – Philippines

**Telemarketer** 1998 - 2000

Responsible for completing sales, providing assistance, answering customer inquiries via telephone and email, and more.

* Deliver prepared sales talks on product
* Obtain customer information for future calls and inquires
* Turning opportunist into sales
* Provide excellent customer service

**First Name of Application CV No:** 1646004

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