**Objective**

To procure the accessible position where I can apply the knowledge, skills, and capabilities that I have acquired through the course of my education.

**Personal Information**

Age: 26

Date of Birth: December 12, 1988

Citizenship: Filipino

Status: Single

**Professional Experience**

• *TASC Labour Services*

Dubai UAE

Client Services Representative/Sales/Admin/Reception

August 01, 2015 – Present

* To execute different job descriptions based on different assignments.
* To do outbound calling of leads for business when available.
* Zaks Uniform

Sales Assistant: Al Raha Mall, Abu Dhabi

August 12, 2015 – September 05, 2015

* Displaying items; serving customers; dealing with any queries or complaints; advising customers on their purchases, etc…
* MSD Animal Health

Receptionist and Admin Assistant: Dubai

September 15, 2015 - October 14, 2015

* Screening calls; managing calendars; making travel, flight and hotel bookings; meeting and event arrangements; ordering of office and pantry supplies; overseeing deliveries; receive and arrange daily courier or mail, etc…
* Reebok

Showroom Assistant: Dubai

October 15, 2015 - October 21, 2015

* Assisting the clients in the process of product selection.
* Medtronic META FZ-LLC

Receptionist and Admin Assistant (Reliever): Dubai

November 17, 2015

* Unilever Global

Visual Merchandizer: Dubai

November 18, 2015- November 21, 2015

* Creating attractive visual displays in retail outlets.
* Brother International

Sales Promoter: Jumbo Electronics, Mall of the Emirates Dubai

December 1, 2015 – January 14, 2016

* Responsible for designing, developing and implementing the strategies and tactics through which sales for printer machines can increase and figures can improve.
* Bourbon Sourcing and Docking

Receptionist and Admin Assistant: Dubai

January 17, 2016 – February 15, 2016

* Screening calls; managing calendars; making travel, flight and hotel bookings; meeting and event arrangements; ordering of office and pantry supplies; overseeing deliveries; receive and arrange daily courier or mail, etc…
* MSD Animal Health

Receptionist and Admin Assistant (As requested by the client): Dubai

March 15, 2016 – March 24, 2016

* Screening calls; managing calendars; making travel, flight and hotel bookings; meeting and event arrangements; ordering of office and pantry supplies; overseeing deliveries; receive and arrange daily courier or mail, etc…

**•** *Virtual Business Assistance*

2009 Philippines

Executive Assistant to the CEO

January 2015 – July 30, 2015

* To perform administrative duties for executive management. Responsibilities include screening calls; managing calendars; making travel, flight and hotel bookings, meeting and event arrangements; preparing reports and financial data; training and supervising other support staff; and customer relations.

• *Arvato Bertelsmann*

Philippines

Customer Service Representative

March 2014 – January 2015

* To do both Inbound and Outbound calls for Microsoft Business-to-Business account.
* To perform Level 2 technical troubleshooting.

• *ADVANPOINT Inc.*

Philippines

Team Lead/Sales Point-of-Contact

March 2013-February 2014

* To do Inbound and Outbound Sales of International Exhibition Space and/or Booth from various International Small Sized to Enterprise Businesses.
* To generate leads which are to be used for Outbound Sales.

• *USHEALTHMARK GLOBAL INC.*

Philippines

Diabetic Sales Agent/Customer Services Representative

November 2011- March 2013

* To do both Inbound and Outbound Sales of Diabetic Medical Supplies and Medications to American Customers.

• *APAC Customer Services, Inc.*

Philippines

Provider Services Representative

February 2010- March 2011

* To answer inbound phone calls, inquiries, and complaints from U.S Medical Facility Personnel and to verify a Member’s Health Insurance Eligibility and Benefits, and to process claims submitted to the Health Insurance.

**•** *Pines International Academy*

Philippines

English Tutor/English Study Language Teaching (Study Camp for Koreans)

July – September 2009

* To teach young Korean students from 7 - 17years of age English Subject based on the curriculum set by the school administration.

**Educational Attainment**

A.B. Communication Arts Major in Broadcast Journalism

Holy Angel University (Philippines)

**Skills**

**•** Excellent oral and written communication skills

**•** Proficient in the use of the Internet and Microsoft Suite

**•** Detail oriented and works with a high degree of accuracy

**•** Highly organized and flexible

**•** Ability to multitask and meet challenging deadlines

**•** Self- directed and able to complete projects with limited supervision

**•** Knowledgeable in email, scheduling, spreadsheets, presentation software, and flight bookings

**First Name of Application CV No:** **1671948**

Whatsapp Mobile: +971504753686

