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**OBJECTIVES:**

**Cristina**

Seeking a responsible and challenging position in a growth oriented progressive Institution where my experience and skills will significantly contribute to the overall success of the organization and provide opportunities for my carreer growth.

**WORK EXPERIENCE:**

Company Name : Royal Castle Properties

Employment Date : October 2013 up to March 2016

Designation : Administrative cum Secretary

Duties and Responsibilities:

* Answer telephone, screen calls transfer caller to voice mail or take message to facilitate communication and contacts.
* Maintains knowledge of key client and contacts.
* Set up and maintain files, materials, information, schedules and related data.
* Assists with the obtaining bids for additional work from outside contractors when the third party vendor is required.
* Maintain property management files, reports and related communication.
* Provide travel support for property management teams, ensuring employee travel needs and competitive price is met.
* Researches and provides information materials, such as electronic data for project and special assignment.
* Maintains calendars, contact database and appointments.
* Making Property Sales Contract between Seller and Buyer
* Applying Ejari and applying RERA card of the brokers
* Making WPS report for employee salaries.
* Auditing company expenses
* Collecting cheque for the client.
* Set up and arranges meeting, facilities and accommodation are required.

Writes and prepares letter, memos, emails, and report in draft and final forms.

Company Name : Kabayan Trading Company L.L.C

Employment Date : June 3, 2011- July 5, 2013

Designation : Sales Executive

Duties and Responsibilities:

* Maintaining and developed good relationship with customers through personal contact or meetings or via telephone.

*Special Skills:*

* Strong leadership and teamwork attributes
* Excellent time management skills
* Proficient in computer skills
* Ability to facilitate co-worker
* Excellent organizational skills
* Must act the bridge between company and its current market and future market.
* Display efficiency in gathering and customer info to enable negotiation regarding variations prices, delivery and customer specification to their manager.
* To help the management in forthcoming products and discuss special promotion.
* Record sales and order information and report the same to sales department.
* Deal the customer/client in a very nice way of talking to convince them and explained the benefit that they can get their on the product.

Company Name : Sitel Telecommunication ( SM Mall Of Asia)

Address : Philippines

Employment Date : September 2005- April 2008

Designation : Customer Service Representative

Duties and Responsibilities:

* Determines requirements bu working with customers.
* Answer inquiries by clarifying desires information, researching, locating and providing information.
* Resolve problems by clarifying issues, researching,and exploring answer and alternative solutions, implementing solution escalating unresolved problems.
* Maintain call center database by entering information.
* Keeps equipment operational by following established procedure, reporting malfunction.
* Updates job knowledge by participating in educational opportunities..

**PERSONAL INFORMATION**

Nationality: Filipino

Date of Birth: December 15,1979

Sex: Female

Driving License: On going

**Job Seeker First Name / CV No: 1717926**

[Click to send CV No & get contact details of candidate](http://www.gulfjobseeker.com/feedback/submit_fb_em.php)

