**AVIGAIL E**

**ACADEMIC QUALIFICATIONS**

*Diploma in Human Resources*

*ALISON (Distance Learning)*

*November 2013*

Computer Secretarial

College of Info Tech & Technical Education

*Universidad De Zamboanga*

*Philippines*

*1996 - 1998*

**PERSONAL DEVELOPMENT**

*Personal Financial Planning & Counseling Skills, Philippine Embassy, Qatar*

*June 20, 2014*

*Pastoral Counselor Training*

*Part 1*

*Anugraha, Doha Qatar*

*March 1-27, 2014*

*Stock Market-Technical Analysis*

*Qatar Faculty of Islamic Studies*

*November 17 – 21, 2013*

*Associate Financial Planner*

*RFP Philippines, Doha Qatar*

*October 4, 2013*

*Train the Trainor –FINLIT COURSE*

*POLO OWWA, Qatar*

*October 28,2011*

*Anti Money Laundering Overview*

*ICBC*

*September 2011*

**CORE AREAS OF STRENGTH**

* Sales profile with confidence, persistence, personality and excellent communication (verbal written)
* Basic knowledge of products, service policies and processes of Retail Banking.
* Strong interpersonal skills, team player with ability to coach others.
* Good sales skills and knowledge of investment/insurance product.

**PROFESSIONAL EXPERIENCE**

**Mashreq Bank**

**Relationship Officer February 22, 2015 - Present**

Sell entire range of personal banking products to potential retail prospects & to maintain strong relationships with existing clients of the bank.

* Achieve monthly sales targets.
* Prospect in targeted segments that require meeting standards in phone calls, and face-to-face visits.
* Present and sell all personal banking products & services to potential customers in an ethical structured & professional manner.
* Maintaining and developing relationships with existing customers to enhance the cross sell opportunities.
* Handling objections with a view to getting the customer to buy.
* Making accurate, rapid cost calculations and providing customers with correct quotations/charges.
* Record all sales activities in Daily Sales Reports and update DSR for leads and contacts.
* Participate in all Team Activities like morning huddles, training and coaching, complete mandatory compliance and fraud trainings, Lean & rewards celebrations.

**Independent Financial Counselor**

**Marketing Director**

**Part-time October 30, 2012 – January 2015**

**Private (IMG)**

* Provide sound financial advice to individuals.
* Guide client to determine and asses’ current income, expenses, financial objectives, risk tolerance, and other information needed to develop a financial plan.
* Suggest strategies clients can use to achieve their financial goals and objectives, including debt management, creating emergency fund, insurance coverage and investment and conduct market research to back up suggestions.
* Explain alternative financial products available such stocks, bonds and mutual funds and guide to explore other investment avenues such as Real Estate
* Assist during the initial process in completing documentation and submitting requirements.

*(Started as New Business Associate in October 2011, eventually promoted to FL (Field Leader) and AMD (Assistant Marketing Director)*

**Personal Details**

 **(Profile)**

***Status : Married***

***Date of Birth:***

 ***May 1, 1979***

***Nationality: Filipino***

**CAREER HIGHLIGHTS**

* Certified Financial Planner.
* 6+ years administrative Assistant experience
* Experience SPOC dealing with immigration Helpdesk and Facility Management.
* Facilitated setting up ICBC’s new office from lease negotiation, to fit-out and Interior designs, to relocation.
* Organized Events and Facilitated meetings during ICBC’s President and Vice President visit in Qatar.
* Assigned to Screen and background check for the selected candidates of Compliance /AML Officer.

**HR Administrative Assistant April 4, 2010 – March 31, 2014**

**Industrial and Commercial Bank of China Doha (QFC) Branch**

**HR & Administration Department**

 **Doha – Qatar**

* Switchboard duties, answering call and direct all incoming calls to appropriate party promptly and efficiently or relay massage when necessary.
* In charge all issues related to GM and Staff travel arrangements: air tickets and hotels booking, filling of travel forms, follow-up out of pocket expenses, transmission to the accounting department, etc.
* Handle petty cash and Process application for the expenses originated from the HR and Administration Department like Office Rental, Accommodation, Transportation, Telephone, internet, courier, immigration, and all other administrative fees.
* Ensure the organization of all administrative filling and referencing procedures including employees file and maintain absolute confidentiality.
* Maintain office supplies and Perform buying duties
* Handle cash cheque that require bank deposits and withdrawal, and arrange special payments when needed.
* Handle and process all pertinent documents related to work permits, employee and visitors visas, exit permits and as well responsible to complete residence formalities such as medical check-up, finger prints, medical insurance . etc
* Responsible for heavy calendar management, requiring interaction with both internal and external executives and assistants, to coordinate a variety of complex executive meetings and events.
* Undertake any other duties that may be required as determined by the direct supervisors and proactive in identifying priorities, emergencies and important issues in connection with the day-to-day business needs.
* Report to the GM and Regional Head of Department from Time to time.

**Secretary and Admin Assistant May 2008 - June 2009**

**Electro Industries**

**Doha – Qatar**

Prepares, files and retrieves reports, memos, meeting minutes, letters, presentations, charts and other documents using word processing, spreadsheet, database, or presentation software

* Maintains executives’ schedules
* Opens, sorts, and distributes incoming correspondence, including faxes and emails
* Reads and analyze incoming memos, submissions, and reports to determine their significance and plan their distribution
* Prepares responses to correspondence containing routine inquiries
* Responsible for heavy calendar management, requiring interaction with both internal and external executives and assistants; as well as consultants, to coordinate a variety of complex executive meetings and events.
* Answers phones and direct all incoming calls to appropriate party promptly and efficiently.
* Communicates and handle incoming and outgoing electronic communications on behalf of the Executive Management
* Assists the Executive Management with preparation of presentation materials
* Review and prepare executive summary of miscellaneous reports and documents;
* prepare background documents and outgoing mails as necessary
* Keep a track on all of the documents and spreadsheets that the executive prepares
* Assist all clerical positions and perform all other task as deemed necessary from time to time.

**Job Seeker First Name / CV No: 1718208**

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