**Remy**

# CONTACTS

## PROFILE


# ADDRESS

**“**Dependable, hardworking and self-motivated person with 3 years solid experience in UAE available to offer competence,

professionalism and thoroughness to a company in need**”**

**EXPERIENCE**

**PHONE**

**Publications Supervisor (**May 26, 2012 – February 28, 2015) Abu Dhabi, UAE

* Search for more potential clients thru internet, call and visit them personally to discuss the company as well as the services.
* Able to meet the target sales on a monthly basis.
* Receive, relay and direct all telephone and fax messages to the direct manager
* Maintaining a general filing system in an organize manner.
* Process inquiries received from approved and new clients by asking quotation from the publishers, making calculation, sending quotation, and follow up for order.
* Process confirmed orders urgently.
* Ensure that website is working and that all orders received online are being processed accordingly.
* Responsible for stock inventory.
* Make contract and set an account with different clients in UAE and other GCC regions.
* Able to set up an account with publishers globally, maintaining account active by continuously placing orders and responsibly paying before due date.
* Able to download PDF files and properly save it

**EMAIL**

**MEDIA**

# FACEBOOK

# LINKEDIN

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## PERSONAL DETAILS

Age: 27 years old DOB: 07th Aug. 1988

Civil Status: Married Religion: Roman Catholic Notice Period: Immediately

## PROFESSIONAL SKILLS

* Microsoft office
* Sales & Order Handling
* Administration
* Corporate Communications

## LANGUAGES

English

90%

Tagalog

100%

Arabic

10%

depending on client's preference.

* + Able to market services from one to numerous people in a client and course visit.
	+ Exercise good communication skills.
	+ Able to attain a position in less than a year of service and continuously eager to learn to be a better leader.
	+ Able to respond to e-mails professionally.
	+ Able to work under pressure, making sure that the result would be a correct and effective one.
	+ Practice professionalism and able to assist other co- workers with their assigned tasks.
	+ Able to make big sales for the company and handle numerous clients simultaneously

**Secretary/ Assistant (**October 2010- October 2011) AML Company, Libjo Batangas City, Philippines

* + Responsible for providing secretarial, clerical and administrative support in order to ensure that services are provided in an effective and efficient manner.
	+ Receive, direct and relay telephone messages and fax messages
	+ Maintain the general filing system and file all correspondence
	+ Maintain an adequate inventory of office supplies
	+ Provide word-processing and secretarial support
	+ Type confidential documents on a word processing system

##  EDUCATION

**CERTIFICATES**

**Registered Nurse**

Professional Regulation Commission, Manila, Philippines

**Registered IV-Therapist** Association of Nursing Service Administrators of the Philippines

**Bachelor of Science in Nursing** (2005-2009) Centro Escolar University, Mendiola, Manila

University Partial Scholar S.Y. 2005 – 2007

Dean’s List 8th Place, S.Y. 2006- 2007 6th Place, S.Y. 2007 – 2008

8th Place, S.Y. 2008 – 2009

High School First Honorable Mention Mayor EBD Leadership Award AMA Leadership Award

CAT Duty Medal Award

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