**RIANNA CARL S.LIBRADO**

**OBJECTIVE:**

* To attain employment opportunity within your organization and utilize my knowledge and skills

 that could somehow it would help me to progress my career in the company

**WORK EXPERIENCE:**

**TeleNetworks International**

Temporary

June '15- Dec '15

**Sales coordinator**

* Assist customer about their ordered phones
* Sending quotes to the clients with general terms and conditions
* Knowledgeable in Quickbooks
* Preparing Pro forma invoice and Sales Order for the clients
* Monitoring of the delivered phones
* Assisting the valued customer for their requirements and process the shipment against payment.
* Arranging for door to door delivery.
* Providing quotes for our value customer.
* Follows up on any sales quotations made for clients, negotiating terms with the client at a cost best suited for them.

 ( Ramada Hotel, Movenpick Hotel,Intercon Hotel)

* Produce reports on progress within the department and outline any developed strategies to improve.
* Preparing Bill of entry of the shipment,Custom Clearance and Preparing Insurance for the items.
* Communicating with the Origin shipper and the destination shipper to have an updates to the customer

**Startek Phillippines**

Makati City

July '13 – Aug.'14

**Customer Representative**

* To provide accurate information to the customers complaints
* Gather information via telephone
* May assist the customers to open an account
* To provide a great customer service to the client
* Troubleshoot the device of the customer if needed.

**ESSKAY LOGISTICS**

Dubai U.A.E

June '12- Feb '13

**Administrative Assistant**

* Distribute incoming calls to areas and staff within the organization, and dispatch outgoing mail.
* Knowledge on Peachtree, Windows 8
* Updating all billing files thru Peachtree, posting all vouchers, and filling papers and documents
* Ensure that the Attendance sheet has been signed and all sick leave forms are submitted along with the attendance sheet to HR
* Knowledge in transferring good from one company to another
* Completing all the documents needed for transferring/ for new shipments
* Answer telephone inquiry from customers, attend to visitors and assist other staff in the organization with their enquiries
* Preparing the documents required for the imports goods and schedule in the Shipper for the delivery

**2GO ABOITIZ**

Taguig Elisco Branch

Jan '12 –June '12

**Data Encoder**

* Knowledgeable in SAP and equikAir
* Advantage using of Microsoft office
* Preparing a report for daily, weekly and monthly report
* Prefer for customer services
* Updating all documents
* Making a transmittal for a principals
* Every day report thru email.
* Advantage of 37 words per minute.

**LAL’S GROUP**

Dubai U.A.E

Feb '10 – Dec.'11

**Sales lady**

* Communicating with customers is a broad category that includes welcoming customers,
* Assessing the customer's needs and answering any questions that the customer may have
* to provide information and guidance regarding that product that being purchased
* Receiving payments from the customer (credit card, debit card,cash,gift voucher)
* Promote the product’s value.

 **TELEXPRESS INC**.

Courier Service of PLDT and BAYAN TEL

 Makati City, Philippines

Jun '06 –Apr '09

**Data Encoder**

* Putting the data through the direct website of the PLDT
* Scanned all the bills of subscribers of PLDT
* Preparing all checks of the client

 **S.T.I COLLEGE**

 Global Taguig City, Philippines

 Dec. '05 –Jun '06

 **Front liner**

* Assist the students to their assessment,
* Preparing the schedule of different sections and courses,And to maintain the records of each student
* Compile all registration form of the different courses
* Recruit students and convince the parent to push their daughter/son to enroll
* Proper answer of telephone calls
* Distributing the statement of account to different courses
* Preparing all payments

**EDUCATIONAL BACKGROUND:**

**COLLEGE:** S.T.I COLLEGE, Taguig City

 Diploma in Information Technology (D.T.I 2 yrs Course) June’04 – March ‘06

 **Job Seeker First Name / CV No: 1800090**

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

 