**Glenda Gonzalo Valencia**

**Career Objective:**

To be a part of a prestigious company that offers a challenging and rewarding work position

**Personal Details:**

* Nationality : Filipino

**Work Experiences:**

***Doha***

***Specializes in manpower supply, interior design, interior fitout and contracting works***

**Position: *Admin Assistant/ Marketing* April 13, 2016 to present**

* **Duties & Responsibilities**
* Identifies business client prospects by reading telephone and zip code directories and other prepared listings and create a database for reference
* Writing marketing emails & then sending them to clients & sales prospects
* Calls prospective clients by operating telephone equipment, automatic dialing systems, and other telecommunications technologies
* Influences clients to acquire services i.e. manpower supply and interior fit out works and to give service and product information and price quotations.
* Secures information by completing data base backups and submit daily reports
* Maintains operations by following policies and procedures; reporting needed changes.
* **May be called upon to assist with special projects and assume responsibility for the development, administration, and promotion of specific projects, as required**

 **OMEGA INTERGRATION, PTE LTD**

***Bukit Batok Street 22, #03-02, Singapore 659592***

***Systems integration solution provider for telecommunication, fire and gas detection systems***

**Position: *Administrative Assistant* April 1, 2012 to March 31, 2016**

* **Duties & Responsibilities**
* Primary phone coverage
* Sort and distribute incoming mail
* Identifies prospects by reading telephone and zip code directories and other prepared listings
* Calls prospective customers by operating telephone equipment, automatic dialing systems, and other telecommunications technologies
* Influences customers to acquire services i.e. manpower supply and interior fitout works and to give service and product information and price quotations.
* Secures information by completing data base backups
* Maintains safe and clean working environment by complying with procedures, rules, and regulations set by the office.
* Maintains operations by following policies and procedures; reporting needed changes.
* May be called upon to assist with special projects and assume responsibility for the development, administration, and promotion of specific projects, as required

**NIP ASIA LTD**

 ***209 Woodlands Ave 9, Singapore 738959***

***Manufacturer of plastic carrier tape and plastic products for electronics industry***

**Position: *Admin Assistant/ Document Controller* Apr 14, 2010 to Mar 31, 2012**

* **Duties & Responsibilities**
* Produces information by transcribing, formatting, inputting, editing, retrieving, copying and transmitting text or data
* Organizes work by reading and routing correspondence collecting information, initiating telecommunications
* Maintains department schedule by maintaining calendars for department personnel, arranging meetings, conferences, teleconferences and travel
* Completes requests by greeting customers, in person or in the telephone, answering or referring inquiries
* Maintains customer confidence and protects operations by keeping information confidential.
* Prepares reports by collecting information.
* Maintains professional and technical knowledge by establishing personal networks

 **HOME AND OFFICE**

 ***5 Lower Kent Ridge Rd, Singapore 119074***

**S*pecializes in designing, developing and manufacturing for high quality stationery.***

**Position: *Admin Assistant/ Document Controller* Apr** **25, 2008 to Mar 12, 2010**

* **Duties & Responsibilities:**
* Primary phone coverage
* Oversee all aspects of orders including inventory and maintenance of inventory for deliveries of stationery
* Assist with bookkeeping/ accounting functions if needed appropriate
* Assist co workers in creating a system for responding to telephone and written requests for warehousing industry information
* Be familiar with functions of operations manager so as to enable him/ her to assume the duties in his/ her absence
* Responsible for the daily management in the absence of the senior members.
* Ensuring that all areas are clean and adhere to the company’s clear floor policy and Health and Safety requirements.
* May be called upon to assist with special projects and assume responsibility for the development, administration, and promotion of specific projects, as required

 **ePLDT VENTUS**

***LV Locsin, 6752 Makati Ave, Makati, 1226 Metro Manila, Philippines***

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***A telecommunications solutions provider which operates eight customer contact center***

**Position*: Admin Assistant/ Technical Support* Dec 4, 2006 to Jan 14, 2009**

* **Duties & Responsibilities:**
* Keeps desktops, laptops, printers and softphones operational by following manufacturer instructions and established procedures
* Secures information by completing database backups through installed software
* Maintains office supplies inventory by checking stock to determine inventory level
* Anticipating needed office supplies, placing and expediting orders for supplies, verifying receipts of supplies
* Provide historical reference by utilizing filing of systems of deliveries of supplies.
* Maintains technical knowledge by constant updates, reading secretarial publications
* Contributes team effort by accomplishing related results are needed.

**Education:**

University of San Carlos

Law Bldg., Pelaez cor Sanciangko St, Cebu City, Philippines

 ***Bachelor of Science in Business Administration***

October 2006

**Technical Skills:**

* MS Office, Word, Publisher, Excel, Powerpoint
* Basic troubleshooting for wireless and wired internet connection
* Amadeus/ Sabre Software

**Skills:**

* Motivated, driven and focused on achieving in a fast paced graduate media sales environment.
* Resilient and having an ability to deal with rejection.
* Have a competitive attitude and can thrive under pressure.
* Well organised, eager to learn and pro-active.
* Excellent communication & presentation skills.
* Able to work alone without supervision and as part of a successful media team
* Media savvy, articulate and well presented.
* Having the necessary drive and enthusiasm required for a tough competitive industry.

**Job Seeker First Name / CV No: 1802076**

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

 

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