**Precious**

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**Dubai, UAE**

**Objective:**

Keen, positive thinker and enthusiastic individual looking for a key position in **Sales / Customer Service** **Receptionist / Office Admin** a reputed organization, where I could exploit my past education &experience to develop, contribute and lead company for optimum growth and development.

**Professional Profile:**

* Having 4+ years of total experience in **Sales / Customer Service / Office Admin / Receptionist** in **UAE** and Philippines
* Professionally qualified with Bachelor of Science in Information Technology from AMA Computer College, Philippines
* Possess positive attitude, responsible, and high degree of self-motivation.
* Confidence in interaction and communication at all levels & cross-culturally.
* Energetic and capable of working with minimal support and a good deal of autonomy.
* A quick learner with an inquisitive mind; committed to pursuing personal development.
* Having good working knowledge on networking concepts. Configured networks for LAN/WAN.
* Configure, troubleshoot and manage Network.
* Installation & management of software and hardware (Desktop peripherals / printers)
* Creating user accounts and group accounts, Microsoft Office & other standard applications, email, antivirus management.

**Employment Profile:**

* **Customer Service cum Assistant Accounts,** Rustar Tourism LLC, Dubai, UAE, August 2016- September2017
* **Sales Executive cum Customer Service,** La Sedia Company, Manila, Philippines August 2014- August2016
* **Secretary cum Admin,** SRJM Trading Company, Manila, Philippines May 2013- July 2014

**Job Profile as Sales cum Customer Service:**

* Successfully achieved and exceeded the sales targets set by the management.
* Involved in presenting and developing new service offerings to existing and potential clients.
* Deal with customers; handle their queries, assess their needs and assist them accordingly.
* Follow-up with customer complaints and after sales service.
* Invoicing, Quotation preparations, system encoding & other administrative jobs related to sales operations.
* Carried out Events & Promotions in the showroom and made sure that all materials are displayed effectively.
* Maintained proper control over checkout & cash area of operations.
* Exercised control over inventory shortages.
* Handle sales activities, meet sales targets, provide excellent customer service.
* In charge in taking the purchases of the stocks as well as the availability and the best price. Negotiate also the mode of payment as well the delivery.
* Responsible to update the price of the system day to day and computing with their commission in the sales department.
* Keep track or file the confidential documents of the company.
* To attend customer inquiries and making customer satisfaction & dealing with comments and complains.
* Received and recorded invoices and arranged payments.
* Closed sales, and follow up activities within assigned territory.
* Maintaining contact with all clients in the market area to ensure high level of client satisfaction.

**Job Profile as Receptionist cum Admin:**

* Handle general administrative tasks like attending phone calls, answer customer queries etc.
* Communicate & prepare necessary office correspondence.
* Deal in branch sales registers, inventory register & prepare weekly reports.
* Answer telephone calls & attend to customer queries
* Coordinate administrative activities of the office.
* Assist and support organization by carrying out administrative and secretarial assignments.
* Attended customer queries, booking orders, and managing stocks & dispatch of goods.
* Initiate and respond to written and verbal correspondence; compose, edit and distribute correspondence according to established guidelines.
* Function as recording secretary for various committee and department meetings to include creating the agenda, meeting preparation and documentation of minutes.

**Job Profile as Accountant:**

* Prepares asset, liability, and capital account entries by compiling and analyzing account information.
* Documents financial transactions by entering account information.
* Recommends financial actions by analyzing accounting options.
* Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
* Guides accounting clerical staff by coordinating activities and answering questions.
* Reconciles financial discrepancies by collecting and analyzing account information.
* Secures financial information by completing data base backups.

**Internship:**

Procurement and Property and Supply Management Services, General Services Office, Administration Sector, Commission on Audit, January 14, 2013- June 4, 2013

**Seminars and Trainings**

* Adobe after Effects CS4
* Basic Java Development Application
* Web Application
* Cascading Style Sheet

**Academic Credentials**

* **Bachelor of Science in Information Technology,** AMA Computer College, Philippines

**Technical Skills**

* Computer Hardware installation, maintenance and networking.
* Installation of Windows Operating Systems like Win XP, Win7, Win8
* Practiced Operating Systems: Windows XP, Windows 7, Windows 8
* Microsoft Word, Microsoft Excel, Microsoft PowerPoint, and Microsoft Outlook.

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| **Personal Details:** |  |
| Nationality | : Filipino |
| Date of Birth | : April 1, 1993 |
| Language known | : English, Tagalog |