RICKY

# Personal info

First name: RICKY

Availability: CAN JOIN IMMEDIATELY

Date of birth: 02/21/1980

Nationality: FILIPINO

Address: DUBAI, UAE

Email address: ricky.309015@2freemail.com

# Profile

Dynamic, self-motivated, committed and result oriented individual with leadership qualities. Excellent analytical, verbal, and written Communication skills in English and well versed in marketing, sales, and administration.

# Work experience

## DESIGNTEX LLC CO.

**OUD METHA**

**UAE**

**OPERATIONS ASST. / SALES COORDINATOR 10/2016 – 10/2017**

Performing Administrative and Clerical works assigned by the Manager. Responsible for the overall RETAIL Showroom Office – registration, stocks and maintenance and etc.

Marketing and client meeting all over Dubai.

Making quotation and submitting sample for customer`s reference. Supervision and monitoring of staff during working hours.

Managing all the required reports by the company on daily basis. Handling, monitoring and maintaining inventory for the store.

Performs reception duty for multi task for smooth operations.

Communicate effectively to other team members to ensure effective and sound workshop operations.

Deals with face to face customer service and queries, monitoring and maintaining smooth guest flow.

Performs duty as personal secretary to MD and Asst. MD.

Assigned in monitoring the Telephone operation and Reservations desk.

## MULTI MECH HEAVY EQUIPMENT LLC

**AL QUOZ**

**UAE**

**HR COORDINATOR 07/2015 – 07/2017**

Performing Administrative and Clerical works assigned by the Manager.

Responsible for the overall Jafza Showroom Office – registration, stocks and maintenance and etc.

Supervision and monitoring of staff during working hours. Managing all the required reports by the company on daily basis.

Handling, monitoring and maintaining VISA application, renewal for company employee’s cancellation and booking for their tickets.

Performs reception duty for multi task for smooth operations.

Communicate effectively to other team members to ensure effective and sound workshop operations.

Deals with face to face customer service and queries, monitoring and maintaining smooth guest flow.

Performs duty as personal secretary to MD and Asst. MD. Assigned in monitoring the Telephone operation and Reservations desk.

# Work experience

## NOVO CINEMA

**QATAR THE PEARL**

**QATAR**

**ADMIN. SUPPORT/ TICKETING SUPERVISOR 02/2014 – 03/2015**

Performing Administrative and Clerical works assigned by the Manager. Supervision and monitoring of staff during working hours.

Managing all the required reports by the company on daily basis.

Handling, monitoring and maintaining cash flow, bank transactions and balancing. Performs opening/ closing reports for cinema operations.

Communicate effectively to other team members to ensure effective and sound cinema operations.

Selling box office tickets and concession ( food and beverage) items maximizing profits.

Deals with face to face customer service and queries, monitoring and maintaining smooth guest flow.

Monitoring and maintaining cash flow.

Assigned in monitoring the Telephone operation and Reservations desk.

# Education

## University of Batangas Batangas City Philippines

**Financial Accounting 06/1997 – 03/2001**

**Skills**

**OFFICE MANAGEMENT**

 ADMINISTRATION

CUSTOMER SERVICE HUMAN RESOURCES

 RECEPTION

 SECRETARIAL

## COMPUTER

SOFTWARE - ERP AND CRM

OUTLOOK

MICROSOFT

SOCIAL MEDIA