

GERALDINE

[GERALDINE.332943@2freemail.com](mailto:GERALDINE.332943@2freemail.com)

ADMINISTRATIVE ASSISTANT

# Objective

Meticulous and dedicated admin professional with demonstrated teamwork skills aimed at exceeding goals. Enthusiastic and performance-driven with eight years of experience in the same field.

# Skills & Abilities

Self-motivated with initiative and high level of energy to work as part of a multicultural team. Strong verbal and written communication English skills with beneficial knowledge of Arabic, client and partner relationship management, business development, high touch quality of customer service, attention to detail and organized, proactive, and the ability to successfully training others.

# Experience

## AL FUTTAIM GROUP, SANDRO | SENIOR SALES EXECUTIVE

SEPTEMBER 2015 – DECEMBER 2016

Responsible for providing excellent customer service to achieve sales targets whilst ensuring customers have an enjoyable and memorable shopping experience. Promoting sales and offering suggestions to clients in improving wardrobe collections and makeup accessories. Extensive knowledge of the collections mood and ready to wear peculiarities. Accountable for processing transactions quickly and accurately.

## AL MAJED GROUP, QATAR | ADMINISTRATIVE ASSISTANT-RECEPTIONIST

JULY 2011 – JULY 2015

Providing general administrative and clerical support including mailing, scanning, faxing and copying to management. Maintaining electronic and hard copy filing system and performing data entry and scanning of documents. Answering calls from customers regarding their queries. Manage calendar and coordinating meetings, appointments and travel arrangements for managers. Maintaining office supplies for department.

## STORE SPECIALISTS INC., PHILIPPINES | ADMINISTRATIVE ASSISTANT

FEBRUARY 2010 - JUNE 2011

Providing professional administrative support to department. Helping to prepare weekly reports and other departmental projects as needed, data entry and file maintenance. Coordinating and maintaining records for staff office space, phones, company credit cards and office keys. Scheduling meetings and conference calls as needed or anticipated. Performing all other related duties as assigned.

## RUSTANS, PHILIPPINES | ADMINISTRATIVE ASSISTANT

JULY 2008 - JANUARY 2010

Performs general clerical duties to include but not limited to: photocopying, faxing, mailing, distribution and filing. Creating and modifying various documents in different platforms. Answering phones promptly and uses good judgement to prioritize the distribution of messages in a timely manner. Responsible for keeping inventory of all office supplies and placing orders for replenishment when needed.

# Education

## LIPA CITY COLLEGE, PHILIPPINES

BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY

BATCH 2007-2008

# Vitals

GCC LICENCE

27 YEARS OLD

DECEMBER 10, 1989

MARRIED

ENGLISH AND ARABIC