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| **JOSEFINA****JOSEFINA.334653@2freemail.com** |
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| **P R O F E S S I O N A L P R O F I L E** |

**Career Objective:**

To obtain a challenging position from a better & stable Company and implement the acquired skills & knowledge which add value to department organizational growth & objectives.

**Key strengths include:**

* **Strategic Planning –**contributed to the overall success of projects by seeing the bigger picture and knowing how to break deliverables down into manageable tasks.
* **Strong Communication Skills –** combines approachable leadership style and in – depth knowledge of methodologies instilling confidence in others to get the job done on schedule and safely.

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| **C O R E C O M P E T E N C I E S** |

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| * ADMINISTRATION
* ANALYTHICAL AND INVESTIGATIVE SKILLS
* FILED OPERATIONS
* INVENTORY
 | * RELATIONSHIP BUILDING
* SHIPPING AND RECEIVING
* TRADING AND LEADERSHIP
* QUALITY ASSURANCE
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CLASSICO INTERIORS BUSINESS BAY DUBAI, UAE May 12, 2015 – March 2016

**EXECUTIVE SECRETARY/ PURCHASING OFFICER**

* Prepare supplier and customer reconciliation, prepare Sales Invoice and Purchase Order
* Sending LPO and Quotation, Locate and notify customers of delinquent accounts by mail, telephone, or personal visits to solicit payment.
* Source, select and negotiate for the best purchase package in terms of quality, price, terms, deliveries and services with supplier, purchase and issue order in accordance to specification
* Identifying potential suppliers, visiting existing suppliers, and building and maintaining good relationships with them, Negotiating and agreeing contracts and monitoring their progress - checking the quality of service provided.

SLEEK INTERNATIONAL GE. TRADING L.L.C. DEIRA DUBAI, UAE August 2012 – Jan. 2015

**SALES REPRESENTATIVE**

* Provide direct customer services by informing them of products and services, ensure that customers are directed to the appropriate aisle
* Research sources in order to develop new business connections, make cold calls to prospective clients and inform them about new products and deals.
* Promote new products to walk-in customers and record orders, Handle and resolve customers’ complaints, explain products’ value and capabilities to customers and process payments in terms of cash, checks and credit cards.
* Verify the validity of paper money and credit cards, Tally cash with receipts at the end of the shift, Maintain stocks and inventory.
* Stock shelves with appropriate products and ensure correct price tagging.

HORMOZTARA LLC UNITED ARAB EMIRATES June 2008 October 2011

**Secretary/Receptionist**

* Answer telephone, screen and direct calls, take and relay messages, provide information to callers.
* Greet persons entering organization, deal with queries from the public and customers
* Ensures knowledge of staff movements in and out of organizatio, general administrative and clerical support , prepare letters and documents i.e. courier, etc.
* Receive and sort mails and deliveries, schedule appointments
* Organize the meetings of the Director. tidy and maintain the reception area,
* Maintain office stationeries and consumables

GLOBE TELECOMMUNICATION TUGUEGARAO CITY, PHILIPPINES July 2003–August 2007 **Sales Executive**

* maintaining and developing relationships with existing customers in person and via telephone calls and emails
* responding to incoming email and phone enquiries
* gathering market and customer information
* cold calling to arrange meetings with potential customers to prospect for new business
* checking the quantities of goods on display and in stock
* making accurate, rapid cost calculations and providing customers with quotations
* challenging any objections with a view to getting the customer to buy
* creating detailed proposal documents, often as part of a formal bidding process which is largely dictated by the prospective customer
* negotiating the terms of an agreement and closing sales

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| **E D U C A T I O N A L & P R O F E S S I O N A L D E V E L O P M E N T** |

* **BSED – BACHELOR OF SCIENCE IN SECONDARY EDUCATION**

**PERSONAL TRAITS:**

* Ability to work as a team member as well as independent, with an easy going nature.
* Positive attitude, hardworking and take work pressure with cool mind, keeping an aim to learn and grow more. Mostly, inspire and make me feel happy in serving customers.

 I hereby declare and affirm all the above particulars stated me are authentic and true to the best of my knowledge and belief. My candidature stand cancelled if any material relevant information is suppressed.