

**Christine**

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**OBJECTIVE**

To pursue a highly rewarding career, seeking for a job in challenging and healthy work environment where I can utilize my skills and knowledge efficiently for organizational growth, and to serve my parents, and my country with the best of my abilities.

**WORKING EXPERIENCE:**

**NEW OCEANIC SHIPPING COMPANY LLC (DUBAI)**

Designation: Sales Executive cum Customer Service / Administrator

Duration: June 2015- January 2017

**Duties and responsibilities:**

* Dealing with telephone and email enquiries.
* Creating and maintaining filing systems.
* Scheduling and attending meetings, creating agendas and taking minutes - shorthand may be required.
* Keeping diaries and arranging appointments.
* Maintain and develop good relationship with customers through personal contact or meetings or via telephone etc.
* Responsible for securing new customers, and maintaining and developing existing accounts.
* Meet and exceed target set in terms of contributing and generating revenue for the department.
* Conduct and report minimum number of sales leads set by the management and transform a minimum of those into revenue generating business.
* Maintain records of customer details / sales visits in the Orient.
* Negotiate with the accounts as per price guidelines given, looking to maximize profits
* Follow up on customer communications in a timely and professional manner.
* Support Customer Service, admin and work closely with Operations and Documentation on the execution of customer service contracts.

**ALWARDA SHIPPING LLC (DUBAI)**

Designation: Clients Service Clerk cum Receptionist/Admin

November 2014- June 2015

Duties and responsibilities:

* Answer and direct phone calls
* Maintain the reception clean and organized.
* Give warm welcome to all visitors.
* Organize and schedule appointments
* Plan meetings and take detailed minutes
* Write and distribute email, correspondence memos, letters, faxes and forms
* Assist in the preparation of regularly scheduled reports
* Develop and maintain a filing system
* Update and maintain office policies and procedures
* Order office supplies and research new deals and suppliers
* Maintain contact lists
* Book travel arrangements
* Submit and reconcile expense reports
* Provide general support to visitors

**STANDARD INSURANCE COMPANY (PHILIPPINES)**

Designation: Secretary/Receptionist

May 2012- October 2014

**Duties and responsibilities:**

* Maintaining current awareness about company law
* Keeping a register of shareholders and liaising with them on behalf of the company.
* Dealing with company/staff insurance policies.
* Handling correspondence before and after meetings
* Implementing procedural/administrative systems
* Overseeing policies, making sure they are kept up to date and referred to the appropriate committee for approval.
* Deal with clients and hospitals regarding medical claims.
* Taking responsibility for the health and safety of employees and managing matters related to insurance and property.
* Organizing and preparing agendas and papers for board meetings.

**EDUCATIONAL BACKGROUND:**

**COLLEGE GRADUATE: Bachelor of Science in Information Technology (with attested diploma)**

 **Isabela State University**

 **San Mateo, Isabela, Philippines**

PERSONAL INFORMATION:

Date of Birth: Oct. 29, 1991

Age: 25

Place of Birth: Philippines

Marital Status: Married

Nationality: Filipino

Visa Status: Cancelled visa (with NOC)

Character References: (Available Upon Request)