**LADY**

[**LADY.337568@2freemail.com**](mailto:LADY.337568@2freemail.com)

**OBJECTIVE:**

Seeking for a long term career in any position that would fit my field of expertise and that would meet the requirements needed by the company, where my knowledge can be utilize and be able to apply my proven competence experience and skills toward continued growth and advancement.

**SUMMARY QUALIFICATION:**

• Over 6 years’ experience in Administrative and Customer Service.

• Have the ability to deal with customer and sales representative.

• Proficient in Ms-Office (Outlook, Word, Excel), Internet Applications

• Adept in preparation of reports, inventory, monitoring.

•Able to communicate effectively, eagerness and willingness, fast learner and versatile, oriented

towards efficiency and organization, independent but with a commitment to team success.

• Have the ability to operate automatic vehicle.

• Comprehensive understanding of the road safety signs, driving safety and responsibly.

**SKILLS:**

* Computer Literate; Proficient in MS Word, Outlook, and Excel; Customer Service Oriented, Admin works Advance knowledge, Cashier oriented and Knowledgeable in Driving light vehicle.

**TECHNICAL SKILLS:**

* MS Office; Excel sheet, Power Point, Browser
* Opera System Knowledge
* Operate JDA/MMS System, Oracle, SAP, and Focus System.
* Telephone, Scanner, Fax and copier machines
* Cash Register, POS and Cheque and Credit Card Transaction.
* Knowledge of Driving light vehicle (automatic)

**JOB EXPERIENCES:**

* **Walid Mosa Al Madani Food Stuff Trading LLC. Selling Filipino Product**

**International City Dubai UAE- Sales Executive**

*Responsibility*: Selling/Supplier and making delivery of Filipino Product like (Cavendish banana, saba banana, cake, Filipino fruits and vegetables etc.) to the Super markets and grocery or restaurants which is most likely have Filipino Customers.

* **Strategic Solutions LLC – newly established business (2008) for IT and business consulting services.**

**Al Mulla Tower, Ittihad road Sharjah UAE- Secretary cum Receptionist/Outdoor Survey July 2016 –**

**Sep. 2016**

*Responsibility*: Dealing with customers (house to house). Making invoice, receive voucher, quotation. Preparing and composing emails. Printing cheques. Handling petty cash. Driver’s Schedule. Deposit in the bank. Update and reporting to the boss.

* **Modern Laundry – one of the biggest Laundry company in Ras Al Khaima UAE since 1968**

**Sahara Center, Sharjah UAE- Sales Clerk Apr. 2015 – Feb. 2016**

*Responsibility*: Receiving and Monitoring of the Clothes, Making Sales, Dealing with customers. Monthly inventory.

* **Impala Rent a Car company – one of leading car rental companies in RAK with 10 branches.**

**Acacia Hotel, Ras Al khaima UAE – Operation Staff- February – Apr 2015**

*Responsibility:* Completing the request schedule through outlook and email. Dealing with the client who wants to rent a car or having a transportation trip with the driver. Making the schedule of the drivers. Making appointment/reservation for the guests in the hotel. Fixing the arrival and departure of the guests. Monitoring and organizing the file and dealing the different kind of vehicle to the customers.

* **Cash Management Department Puregold Price Club (Head Office) – one of the biggest supermarket company in the Philippines for almost 4 decades up to now.**

**Manila – Administrative Staff. July 2012-January2015-09-28**

*Responsibility*: Petty Cash Custodian, Processing of Payment documents of supplier through cheque, Encoding, Sorting, Checking and Stamping of Documents, Using Microsoft Word, Power Point, Excel, Outlook, Handling different kinds of System and Monitoring of Documents.

* **Receiving of Documents Department Bureau of Internal Revenue – Government Company were people take their TIN number for the tax payers in the Philippines.**

**Intramurous, Manila. – General Clerk. Oct.2011-Apr.2012**

*Responsibility*: Receiving of Documents of the employee, collecting and completing the requirements, Encoding and Sorting, Monitoring of Documents.

* **RECEPTIONIST**

**Smiles R’ Us Dental Clinic (June 2010-March 2012)**

•Managed all visitors; Greeting patients politely and ensuring that the appointment system is run efficiently, monitor the flow of patients to and from consulting room.

•Answered and screened incoming calls, handle and redirect customer’s queries.

•Issue receipts and received payments, encode followed up appointments.

•Organized incoming and outgoing mails, coordinate meetings and appointments,

Prepared letters and documents.

•Maintain supply of relevant bags, bottles and stationery to keep consulting rooms

Stocked; ensures rooms have adequate supplies, and Reception area clean and tidy.

•Learned to thrive in fast-paced work environment.

* **Tummy Bliss Corporation Kentucky Fried Chicken**

**Kentucky Fried Chicken Cashier Personnel – Tondo Manila Philippines Oct. 2008-May 2010**

* Working Student to support my study.
* Dealing and Serving Customer.
* Taking Customers Order using POS

**PERSONAL INFORMATIONS:**

**AGE:** 26 years old **CITIZENSHIP:** Filipino

**GENDER:** Female **CIVIL STATUS:** Single

**BIRTHDATE:** Nov. 05, 1990 **BIRTHPLACE:** Manila Philippines

**HEIGHT**: 5”5ft **RELIGION:** Christian

**ATTAINMENT:**

**TERTIARY**: Bachelor in Public Administration major in Governance.

EARIST State College year 2012

Nagtahan Sampaloc, Manila, Phil.