**RACHELLE**

**RACHELLE.337900@2freemail.com**

**OBJECTIVE:**

To obtain a fulfilling position in a career oriented and competitive organization that offers growth opportunities and allows me to utilize my administrative, leadership, sales and marketing skills and experience for mutual success.

**QUALIFICATIONS:**

* Possess high level of detail orientation and mathematical aptitude
* Skilled in cultivating positive relationships with clients and colleagues
* Strong leadership skills; able to prioritize, organize, delegate tasks, and make sound decisions quickly while maintaining a focus on the bottom line and manage work under extreme pressure, heavy work load and deadlines
* Strong communication and interpersonal skills; Ability and desire to sell and can persuade (Sales and Marketing)
* A positive, confident and determined approach; Resilience and the ability to cope with rejection
* High degree of self-motivation and ambition; Skilled to work both independently and as part of a team; Capable to flourish in a competitive environment; Flexible and can easily adjust to different situations
* Able to type 50-55 words per minute with accuracy; Computer literate/Knowledgeable in Microsoft Office -- MS Word, MS Excel, MS PowerPoint
* Possess high level of detail orientation, mathematical aptitude and proficiency with email
* Handling and entrusted to things pertaining to confidentiality; Ability to organize, prioritize and work under work pressure, heavy work load and deadlines
* Strong communication and interpersonal skills; Determined, self-motivated, hardworking, & can maintain a high level of energy
* Flexible and can easily adjust to different situations; Skilled in cultivating positive relationships with clients and colleagues
* Good in telephone handling and customer care; Skilled at filing, photocopying, and scanning
* Licensed Teacher

**WORK EXPERIENCE:**

**February 16, 2012 – January 23, 2017**

**Account Executive**

WWWExpress/DHL Express – Philippines

*Accountabilities*

* Building company sales revenues by looking for prospect clients and send business proposals
* Building good relationship with clients and providing a quality service they need
* Generating future income by nurturing existing customer relationships; Handling new accounts
* Analyzing and solving shipment problems with considerations
* Making wise and appropriate decisions in parallel to clients’ satisfaction
* Advertising/persuading customer on the services’ offered
* Handling clients’ queries, claims, anything regarding shipments that need to be verified
* Sales calling clients to discuss things related to their shipments
* Booking clients’ pick-up request; Monitoring shipments’ status; Pre-alerts critical shipments
* Providing clients a proof of delivery if needed
* Coordinating with client’s suppliers regarding purchase orders to be shipped out
* Creating quotations; E-mailing and telemarketing
* Handling telephone calls; Do paperworks and documentation
* Checking and monitoring clients’ credit account status
* Cutting of airwaybills for both domestic and international shipments
* Cashiering and accounting sales every end of the day’s transactions; liquidating daily expenses

**2011-2012**

**Medical Director’s Secretary**

General Santos Doctors’ Hospital, Inc. – Philippines

*Accountabilities*

* Perform routine clerical and administrative functions such as drafting correspondence, scheduling appointments, organizing and maintaining paper and electronic files, or providing information to callers
* Make reports and presentations using Microsoft Office Applications; Encode, type and file various documents; Facilitate meetings/seminars/examination
* Scan applicants’ photos for ID purposes; Answer telephone calls; Distribute inter-office memo
* Call up screened applicants for examination/training/interview

**SKILLS ACQUIRED:**

Sales/Marketing, Verbal and Written Communication, Innovation and Creativity, Analytical, Decision Making, Email Marketing, Telemarketing, Negotiating and Persuading, Accounting, Cashiering, Drive and Initiative, Self-motivation, Flexibility and Time Management, Interpersonal and Communication Skills, Organizational, Advanced Computer Skills, Politeness and Professionalism

**PERSONAL INFORMATION:**

AGE: 26 years old VISA STATUS: Visit Visa

BIRTHDATE: March 18, 1990 LANGUAGE: English

BIRTH PLACE: Cateel, Davao Oriental, Philippines

STATUS: Single VISA EXPIRY: FEB.18, 2017

RELIGION: Roman Catholic

**EDUCATIONAL ATTAINMENT:**

2013: Brokenshire College Socksargen Inc. (Philippines)

**Course: Bachelor of Science in Secondary Education Major: Technology and Livelihood Education**

2006-2011: Notre Dame of Dadiangas University (Philippines)

**Course: Bachelor of Science in Office Administration Major: Office management**

**AWARD:**

March 3, 2011 Nominee Outstanding Club Leader/Organization of the Year

June 2006-2010 Dean’s Lister

May 29, 2010 Outstanding On-the-Job Trainee

May 27, 2007 Miss Summer Fest 2007 (Title Holder)

April 3, 2006 Academic Achiever (High School)

2013 Licensed Teacher

*This is to certify that the above mentioned details are true and correct to the best of my knowledge.*

***Rachelle Mae Clamor Armonio/****Applicant*