

**JENNIFER**

**JENNIFER.338358@2freemail.com**

**QUALIFICATIONS**

*Bachelor of Science in Administration Major in Management* having 4 years of total experience in administrative and secretarial job in and UAE and Philippines. Good in speaking and writing English.

**OBJECTIVES**

 To accept any position in your company that I am qualified that provides challenges and oppurtunity for additional knowledge and experience that will help me to grow in my career.

**CAREERHISTORY**

Office Administrator Aspire Gulf Information Technology (Abu Dhabi)

March 2012 to May 30, 2016

* Completing all administrative tasks and updating records. Credit cards, pay rolls. Involved in making
* payrolls and Creation of credit cards
* Payroll uploading through database Documents controlling.
* Ensuring that a customer’s problem is brought to a satisfactory conclusion.
* Invoice Handling
* Dealing with customer enquiries by telephone, email and letter’s
* Writing reports and business correspondence
* Making payroll and WPS for our clients.
* Act as backup to the Customer Service Department, assisting customers over the telephone and in person as necessary.

* Input new ATM and Debit Card records into the computer based system
* Order new and replacement Debit Cards.

February 2011 – February 2012 **Big Leap Business Solutions** Unit 612 City land Shaw Towers, Mandaluyong. Philippines,

**Sales Administrator**

* Making proposals for our client.
* Communicate with Sales Managers regarding order and delivery status
* Coordinate delivery and installation with customers
* Prepare and process sales orders
* Maintain current and accurate customer files and information
* Act as a liaison between Customers, Sales Managers, and other departments within the organization to help ensure customer satisfaction
* Making quotations for the total cost of the proposed project

**EDUCATION**

June 2007 – June 2011***Bachelor of Science in Business Administration major on Management***

 *Rizal Technological University, Mandaluyong Philippines*

**COMPUTER SKILLS**

Windows Office Tools.

* Word, Excel, PowerPoint, Internet

**PERSONAL DETAILS**

* PROFILE: Female 27 years old, Single
* BIRTHDAY: October 04, 1989
* NATIONALITY: Filipino

**CHARACTER REFERENCES**

Outstanding references are available upon requests.