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| **Hazel**  [**Hazel.338994@2freemail.com**](mailto:Hazel.338994@2freemail.com) |
| Result-driven personnel where I can utilize and contribute my skills for the realization of company’s goal; and to enrich & further develop inter-personal communication skills as advancement in a company. | |

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| **Career Progression** |  | |
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| **RECEPTIONIST( ADMINISTRATIVE OFFICER)**  **jUNE 2016 TO PRESENT**  **MOEHAIR CARE PRODUCTS TRADING LLC**  **DUBAI UAE**  Operates the telephone switchboard ensuring timely and pleasant response to all calls  Attends to and monitors visitors entering the office  Prepare Invoices and Quotations  Prepare Sales Report.  Maintains and ensure cleanliness of the Reception Area  Receives, logs and sorts incoming and outgoing documents  Manages courier services  Updating Inventory stocks  Performs other related duties and assignment as required by the Managing Director  Compliance to International Organization of Standardization, Company’s code of conduct, and department’s Standard operating procedure.  **SALES EXECUTIVE (Moehair Care Products)**  **MOEHAIR CARE PRODUCTS TRADING LLC**  **DUBAI UAE**  Attracting new clients by means of phone calls and making meetings  Coordinating with the Salons and Sales Manager for the Product Demos  Also involved in creative aspects, including advertising and promotions.  **ADMINISTRATIVE STAFF / HR STAFF**  **PUREGOLD PRICE CLUB INC.**  **June 2014- Sept 2015**  Ensure that municipal operations are maintained in an effective, up to date and accurate manner. Type correspondence, reports and other documents.  Open and distribute memo’s.  Coordinate repairs to Office Equipment.  Ensures that all the fixed asset of the store are all working & properly used  Maintain confidential records and files.  Arrange payment for all the billings of the store.  Prepare documents and report on computer.  Ensures operation equipment by completing preventing maintenance requirements, calling for repairs, maintaining equipment inventory  Maintain supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies  Printing of Merchandisers Event Report  Handles Incident/Interception Report  **LOGISTICS CLERK**  **July 2013 – May 2014** | |
| **Maroza Marketing Inc.**  **Cainta, Rizal**  Received products, Documented total number of the delivery and Sales Invoice of the products.  Excellent skills in both oral and written communication with domestic and partners, customers, fellow employees.  and customs officials.  Printing daily sales orders, completion of dangerous goods documentation for orders,  Data entry and updates to domestic.  Communicates with the agents, third-party warehousing and transportation companies.  Assists the logistics manager and shipping supervisor with daily shipping activities such as separating orders, folding  packing slips, preparing boxes for shipping and packing orders.  Help the materials group move products from one warehouse to another.  Working unsupervised in a fast-placed environment. Well-organized and able to do multi-task. Work as a team player. | | |
| **ADMINISTRATIVE ASSISTANT**  **June 2012 – July 2013** | |  |
| **Oceana Events Place**  **Pasay City**  Assists guest or clients with their inquiries in person and in phone.  Updates the Calendar of Events.  Type correspondence, reports and other documents  Maintain office files  Open and distribute the mail  Take minutes at meetings  Coordinate repairs to office equipment, utensils and events place.  Maintain confidential records and files and Maintain records of decisions  Arrange payment for the event  Research and assist with the preparation for the event.  Review and edit reports to the board.  Prepare weekly reports and inventory of the whole events place  Prepare documents and reports on the computer  Prepare timekeeping of the employees in the events place. | | |
| **SECRETARY / EVENT COORDINATOR**  **May 2011-April 2012** | |  |
| **Events Unlimited**  **Katipunan, Quezon City**  Prepare and manage correspondence, reports and documents  Organize and coordinate meetings, conferences, travel arrangements  Take, type and distribute minutes of meetings  Implement and maintain office systems  Maintain schedules and calendars for the event  Arrange and confirm appointments and organize internal and external events  Handle incoming mail.  Set up and maintain filing systems. Maintain databases  Communicate verbally and in writing to answer inquiries and provide information  Operate office equipment | | |

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| **Education** |  | |
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| **ARELLANO UNIVERSITY** | | **2011** |
| BS Hotel and Restaurant Management | |  |

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| **Skills** |  |
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| Proficient in MS Office, e-mail and internet applications. | |
| Highly organized and flexible. | |
| Ability to multi task and meet deadlines set. | |
| Adaptable to team or individual roles, | |
| A good organizer with an eye for detail. | |
| Self motivated and creative. | |

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| **Personal Details** | | |  |
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| Nationality | : | Filipino | |
| Gender | : | Female | |
| Marital Status | : | Single | |
| Languages | : | English and Tagalog | |
| Reference | : | Available upon request | |