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| **Hazel****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 callsAttends to and monitors visitors entering the officePrepare Invoices and QuotationsPrepare Sales Report.Maintains and ensure cleanliness of the Reception AreaReceives, logs and sorts incoming and outgoing documentsManages courier servicesUpdating Inventory stocksPerforms other related duties and assignment as required by the Managing DirectorCompliance 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 meetingsCoordinating 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 ReportHandles 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 documentsMaintain office filesOpen and distribute the mailTake minutes at meetingsCoordinate repairs to office equipment, utensils and events place. Maintain confidential records and files and Maintain records of decisionsArrange 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 placePrepare documents and reports on the computerPrepare 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 documentsOrganize and coordinate meetings, conferences, travel arrangementsTake, type and distribute minutes of meetingsImplement and maintain office systemsMaintain schedules and calendars for the eventArrange and confirm appointments and organize internal and external eventsHandle incoming mail.Set up and maintain filing systems. Maintain databasesCommunicate verbally and in writing to answer inquiries and provide informationOperate 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 |