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| Jennifer  [Jennifer.340419@2freemail.com](mailto:Jennifer.340419@2freemail.com) |
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CAREER OBJECTIVE:

To succeed in an environment of growth and excellence and earn a job which provides me job Satisfaction and self development and help me achieve personal as well as organization goals.

ACADEMIC BACKGROUND:

Course: Bachelor of Arts in Mass Communication; year 2001-2005

(Completed at Philippine College of Science & Technology, Philippines)

WORK EXPERIENCES:

ZENER FIRE & SECURITY LLC (2015 - present)

Dubai, UAE

Designation: Admin/Executive Secretary/Coordinator

Job Responsibilities:

* Assisting the DM in day to day operation
* Assigning technical site staff ( Engineers, Technicians, Drivers etc.) in day to day schedule
* Attending client's complaint in case to case basis
* Preparing Job Order with coordination in accounts Dept.
* Preparing Invoice with coordination in accounts Dept.
* Following up payment of the clients
* Preparing Purchase Request with coordination in Purchasing Dept.
* Monitoring/checking staff attendance
* Assisting the Pre-Sales team in preparing the quotation
* Attending enquiry of the client
* Perform secretarial task when required by the DM.

Landmark Group of Company ( 2009-2014)

Dubai, UAE

Designation: Sales Consultant/Cashier/Visual Merchandiser

Job Responsibilities:

* Store In-Charge in the absence of the manager
* Maintaining the good customer service
* Updating daily sales report
* Assisting the manager to all admin works
* Proactively establish and maintain effective working team relationships with all support departments.
* Doing other tasks as assigned by the manager.
* Ensure that each customer receives outstanding service by providing a friendly environment, which includes greeting and acknowledging every customer, maintaining solid product knowledge and all other aspects of customer service.
* Maintain an awareness of all promotions and advertisements.
* Assist in floor moves, merchandising, display maintenance
* Assist in processing and replenishing merchandise and monitoring floor stock.
* Complete understanding of pricing and proposal models.
* Coaching the new staff such as cashiering, proper merchandising of stocks, giving a brief regarding store merchandising guidelines.

SPECIFIED GROUP OF COMPANIES (2007 - 2009)

Manila, Philippines

Designation: HR ASSISTANT/RECEPTIONIST

Job Responsibilities:

* Handle the front desk tasks and coordinate the reception of the visitors with the concerned person
* Entertaining and screening of applicants
* Monitoring staff’s log in and out
* Handling incoming telephone calls
* Dealing with client’s and passing on the message to the responsible person
* Handling courier (documents, cheques, or invoice etc.)
* Submitting of attendance for all staff to payroll department
* Updating employees file (201 files)
* Distributing of internal memo to the concern person
* Maintaining and keeping files of all staff and important documents
* Assist with photocopying and distribution of information, as required
* Assist with setting up the group room for meetings and other events
* Assisting the HR Manager
* Perform secretarial tasks related to the administration of the office including issuance edit memos, circulars as and when needed,
* Perform other tasks given by the HR Manager

Key Skills:

Computer Skills (Microsoft Word, Excel, Outlook)

Written & Verbal Skills

Strong Customer Service Skills

Excellent Telephone Manner

Ability to work under pressure

Ability to take responsibility

Quick Learner, keen to learn

Team leader skills

PERSONAL DETAILS:

Date of Birth : 08-May-1983

Marital Status : Married

Nationality : Philippine

Visa Status : Employment