**KAREN**

**Dubai, UAE**

**karen.343562@2freemail.com**

**C/o- +971505891826**

**HUSBAND VISA**

 

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**POSITION: RECEPTIONIST/SECRETARY/IMPORT/EXPORT DOCUMENTATION ASSISTANT**

**OBJECTIVES: Looking for a long term full time job where I can apply my extensive skills and knowledge to the position for which I am hired.**

**WORK EXPERIENCE:**

**Receptionist cum Import/Export Documentation Assistant October 2014 – Nov 2016**

**WELCARE SHIPPING LLC**

**Dubai, UAE**

**Job Description:**

* **Managing the reception area including greeting visitors and responding to telephone and in-person request for information.**
* **Deal with all inquiries in a professional and courteous manner, in person, on the telephone, or via e-mail**
* **Direct visitors by maintaining employee and department directories.**
* **Receiving international and local calls, and sorting daily mails/couriers.**
* **Performing other clerical receptionist duties such as filing, photocopying, faxing etc.**
* **Communicating with customers for Delivery Order charges/Storage/Handling/Free time.**
* **Receiving payments and issuing invoices.**
* **Updating Customer’s details in the company system.**
* **Making Import/Export declaration using online portal Dubai Trade MIRSAL 2.**
* **Doing E-Payment Online/E-token/Gate Pass/Bill of Entry/DP World Payment.**

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**Marketing Assistant January 2012 – July 2014**

**SYM MOTORS CORPORATION**

**Maria, Aurora**

**3202 Philippines**

**Job Description:**

* **Generate income for the company by selling motorcycles.**
* **Preparing sales report/marketing plans and strategies.**
* **Traveling to different local areas in the community to source, manage, and negotiate with potential customers to promote and sells motorcycles.**

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**TRAININGS: RTC (REGIONAL TRIAL COURT)-STENOGRAPHER**

**MUNICIPAL HEALTH CENTER - MEDICAL ASSISTANT MOUNT CARMEL COLLEGE – Office of the Vice President**

**PERSONAL INFORMATION**

**PLACE OF BIRTH: San Luis, Aurora, Philippines**

**NATIONALITY: Filipino**

**STATUS: Married**

 **LANGUAGE: Filipino and English**

 **SKILLS: Knowledgeable on computer, MS Office.**

 **Dedicated, Flexible and Resourceful**

 **VISA: HUSBAND VISA**

**EDUCATIONAL BACKGROUND**

**COLLEGE: Bachelor of Science in Office Administration**

**Mount Carmel College**

**Baler, Aurora, Philippines**

**I hereby certify to the correctness of the above information.**

 **KAREN**

 **Applicant**