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| New_logoContact HR Consultant for CV No: **2080326**/storage/emulated/0/.polaris_temp/image2.jpegE-mail: response@gulfjobseekers.comWebsite: <http://www.gulfjobseeker.com/employer/cvdatabasepaid.php>  |

Visa Status: Employment Visa

CAREER OBJECTIVE:

To secure a position in the organization that offers challenge and opportunity for my career development and at the same time serve the organization to the best of my capabilities. I would like to gain new skills while utilizing my current area of expertise and to contribute to your organization’s success through the efficient use of my previous experience and skills.

WORK EXPERIENCES:

GWE General Trading LLC

Reception Officer / Admin / Accounts

Bur Dubai, Dubai, United Arab Emirates

March 2015 to Present

Duties & Responsibilities

* Basic Accounting Jobs summarizes and monitor sales reports, inventory reports, preparing financial reports, petty cash and payroll reports.
* Input employee data and maintain employee files.
* Prepares payments by verifying documentation, and requesting disbursements.
* Maintains customer confidence and protects operations by keeping financial information confidential.
* Answer incoming calls, and verify orders, and handle customer’s queries.
* Operate and maintain office equipment including copiers, fax machines, scanners, printers and computers.
* Maintain office filing system including paper files/file cabinets, shared electronic files.
* Prepares Invoices for Cash & Credit Orders.
* Receive and process deliveries, maintain calendar and scheduling.
* Follow- up with potential customers for orders, prepare and co-ordinate delivery of customer quotes.
* Entertain and greet visitors and walk in clients.
* Maintain front desk procedures including contact information, customer data base, directions and frequently requested company information and maintaining a safe and hygienic office environment.
* Contributes to team effort by accomplishing related results and report needed.
* Prepare and maintain sales and purchase record, report.
* Provide all office administration duties such as written correspondence, mail, photocopying and ordering office supplies.

Robinson’s Starmill’s Philippines (Engineering Department)

Technical Secretary / Assistant

City of San Fernando Pampanga, Philippines

July 2014 to January 2015

Duties & Responsibilities

* Actively support the management of projects.
* Provide support to Project Managers in the preparation and compilation of various project documents.
* Responsible for document control, establish and maintain the project filing in accordance with the quality management system.
* Organize and follow up projects documents.
* Typing and handling of various communications.
* Prepares and maintain departmental financial such as billings, pay rolls.
* Arranges meetings and appointment schedules. Acts as information source, Gathers, complies, and report relevant information.

Pc Director’s Enterprise, Philippines

Branch Manager (IT/ Telecom)

February 2010 to May 2014

Duties & Responsibilities

* IT Business/Telecommunication (computer hardware and software).Direct all operational aspects including distribution operations, customer service, human resources, administration and sales.
* Assess local market conditions and identify current and prospective sales opportunities.
* Develop forecasts, financial objectives and business plans. Meet goals and metric.
* Manage budget and allocate funds appropriately.
* Locates areas of improvement and propose by providing training, coaching development and motivation.
* Address customers and employee satisfaction issues promptly.
* Network to improve the presence and reputation of the branch and company.

Potter House Computer Shop (IT/ Telecom)

Sales Representative, Inventory Specialist

Return Merchandise Agreement Consultant

City of San Fernando Pampanga, Philippines

December 2008 to September 2009

Duties & Responsibilities

* Promotes/sells/secure orders from existing/prospective customers through a relationship based approach.
* Supplies management with oral and written report on customers’ needs, problems, interest, competitive activities and potentials for new products and services.
* Compiles and maintains records of quantity, type, value of products. Counts products merchandise in stock and posts totals to inventory records, manually or using computers.
* Prepares reports, such as inventory balance, price lists, and shortages. Compares inventories to office record or computes figures from records such as sales, production records, or purchase invoices for discrepancies.
* RMA consultant is a part of the process wherein the customer is returning a product in order to receive a refund, replacement, or repair during the product’s warranty period.

Provincial Capitol City of San Fernando Philippines

Encoder

April to May 2007

Duties & Responsibilities

* Enters information from documents such as personal information into computers.
* Completes forms and edits information’s.
* Responsible for loading machines with the required materials.

ON-THE-JOB-TRAINING:

Municipality of Mexico Pampanga Philippines

Encoder, Telephone Operator

Mexico Pampanga, Philippines

December 2007 to March 2008

Duties & Responsibilities

* Enter accurate data on computer.
* Completes forms and edits information’s.
* Taking phone in calls for inquires.

QUALIFICATIONS:

* Generally responsible in attending the needs of clients/customers under the general direction of the superiors.
* Self-motivated and with sense of responsibility.
* Competent in working management.
* Leadership and management. Leadership consists of a strong sense of self confidence, and a comprehensive knowledge of company goals.
* Efficient in organizing documents and cleanliness in its area.
* Computer Literate, encoding

Reprogram of computers (Operating System such as- Windows XP, Windows 7, Vista etc.Installation of Software’s-Microsoft Office (Word, Excel, PowerPoint) Antivirus, and other applications.

* Easy to adapt working environment. Friendly and have sense of humor.
* Excellent Communication Skills
* Success and results driven
* Confident outlook
* Good Listener
* Able to work individually or in a team
* Open minded and non-judgmental
* Attention to detail
* Adaptable to new situations
* Enjoy competitive environment
* High Energy Levels
* Able to work under pressure and multitasking.
* Problem Solving Competent with computers and the ability to use MS Word, Power point, and Excel.
* Time Management

EDUCATIONAL ATTAINMENT:

 Tertiary Computer Science

Asian Institute of Computer Studies

 June 2006- March 2008

 City of San Fernando Pampanga, Philippines

PERSONAL INFORMATION:

* Age: 26
* Date of Birth: July 17, 1990
* Place of Birth: San Carlos Mexico Pampanga, Philippines
* Gender: Female
* Civil Status: Single
* Nationality: Filipino
* Religion: Protestant
* Dialect Spoken: English, Tagalog, Pampango

CHARACTER REFERENCES:

 Available upon request.

I hereby certify that the above information is true and correct to the best of my knowledge and beliefs.

Greetings,

I believe that your company is still in need of a proficient person who can create an impact to your clients. I wish to apply to your company and be an asset to your brand. My experience, skills, passion and knowledge might be a great addition to your team which mutually beneficial and very rewarding to your end.

Details and my personal curriculum vitae profile are provided by the Information sheets attached to this letter. Hoping to hear a vibrant reply to your end, you may reach me anytime.

Thank you so much for gracing this letter, I appreciate your time more power!

Sincerely Yours,