Alma

[Alma.352360@2freemail.com](mailto:Alma.352360@2freemail.com)

**Career Objective**

An administrative job that would further enhance my management, organizational, marketing and computer skills and give my full quality of service.

**PROFESSIONAL EXPERIENCE**

**Byblos Real Estate Broker**

**Secretary-to-the-Manager**

January 05, 2014- present

Dubai, United Arab Emirates

* Answer all customers' inquiries.
* Prepares petty cash and replenishment fund.
* Prepare cheque payments.
* Responsible for cash/cheque deposits and cheque encashment.
* Responsible on administrative work and assist to the manager.
* Attends meeting with the manager or during the absence of the manager.
* Prepare minutes of meetings.
* Prepare corresponding letters.
* Direct coordination with the Contracting and Consulting companies.
* Coordinates with the Real Estate Regulatory Agency.
* Coordinates with Nakheel for the land properties.
* Prepares salary thru WPS.
* Prepare monthly and yearly financial report.
* Bookkeeping.

**Royce Motorcycle Trade Corporation**

Sales Supervisor

April 2010- September 2011

Cabanatuan City, Philippines

* Supervise employees with different tasks under operation/sales department.
* Plans different marketing strategies to uplift sales.
* Supervise all transactions on sales department.
* Check all the reports regarding sales
* Files Comprehensive insurance.
* Assist customers for the application and/or claims of Comprehensive insurance.
* Do pre-shift meeting with agents – in order to address concerns and feedback, shared best practices among teammates. Updated team with their statistics
* Train new hired employees.
* Perform other tasks as assigned by the Area Manager.
* Check all reports of sales department
* Bookkeeping.

**Cashier Reliever** (During the absence of cashier and during field work.)

* Receive and deposit cash/check payments.
* Prepare vouchers.
* Prepare all monetary reports

**Royce Motorcycle Trade Corporation**

**Sales Clerk**

January 2009- March 2010

Cabanatuan City, Philippines

* Assist customers.
* Prepare customer's data base.
* Prepare all documents for sales department.
* Inventory of sales and stocks. (monthly, quarterly and yearly basis)
* Inventory of fixed assets. (monthly, quarterly and yearly basis)
* Perform different tasks as assigned by Superior.

**Volt Ivan Marketing Corporation** (co-company of Royce Motorcycle Trade Corp.)

**Sales Clerk**

November 2007 - December 31, 2008

Manila, Philippines

* Assist customers.
* Prepare all documents for sales department.
* Inventory of sales and stocks. (monthly, quarterly and yearly basis)
* Inventory of fixed assets. (monthly, quarterly and yearly basis)
* Perform different tasks as assigned by the Superior.
* Files Comprehensive insurance.
* Assist customers for the application and/or claims of Comprehensive insurance.
* Bookkeeping.

**Cashier Reliever** (During the absence of cashier and during field work.)

* Receive and deposit cash/check payments.
* Prepare vouchers.
* Prepare all monetary reports

**Department of Social Welfare and Development Office**

**Social Welfare Aide**

May 2006 - November 2007

Cabanatuan City, Philippines

**Senior Citizen Coordinator:**

* Create and configure client data base.
* Prepare and organize events for the institution.
* Assist Senior Citizens with regards to their project/s and coordinates with the concerned LGU and NGO’s.
* Schedule meetings.
* Prepare communication letters and minutes of meetings.
* Prepare vouchers.
* Prepare financial report
* Perform different tasks as assigned by my superior.

**Emergency Division**

* Create and configure client data base.
* Assist client in their emergency needs
* Assist victims and rescuers during calamities
* Prepare daily/weekly and monthly report
* Bookkeeping

#### **EDUCATIONAL ATTAINMENT**

**Bachelor of Science in Business Administration, Major in Management, 2004**

**College of the Immaculate Conception**

Cabanatuan City, Philippines

**TRAININGS and SEMINARS ATTENDED:**

* AFTER SALES OPERATIONS TRAINING, October 23, 2010
* SYMPOSIA ON POPULATION AND DEVELOPMENT, September 23, 2006

# **SKILLS**

* Knowledgeable in MS OFFICE SUITES
* Skills include communication skills, typing skills, and minor troubleshooting of hardware
* Can operate some office equipment.
* Organizing and planning a warm, friendly and professional service.
* Resolving the customer complaints and ensure that they will be satisfied with the service we provide.
* Working as part of a team on a busy ward, under great pressure.
* Willing to learn more and update my qualifications.
* Good communication skills both writing and speaking.