

*Raquel*

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**S TEAM INNOVATION CONSULATANCY FZE**

Sharjah Airport International Free Zone, Sharja UAE

Position : Administrative Assistant cum Secretary

Period Cover : January 06, 2016 up to Present

***JOB DESCRIPTION:***

* Answer phone calls.
* Provide general administrative and clerical support including mailing, scanning, faxing and copying to management.
* Maintain electronic and hard copy filing system.
* Enter and update client’s data onto the computer systems.
* Prepare and modify documents including correspondence, reports, drafts, memos, emails and collecting information; initiating telecommunications.
* Prepare confidential and sensitive documents.
* Coordinates office management activities.
* Schedule and coordinate meetings and appointments for Managers.
* Coordinate travel arrangements; prepares itineraries; prepares, compiles and maintains travel vouchers and records.
* Contributes to team effort by accomplishing related results as needed.
* Prepares reports by collecting information.
* Provides historical records by maintaining records on area.
* Maintain Staff records and accounts record keeping systems.
* Record and submit expenses report.
* Assists in the preparation of budgets and expenses.
* Greet and assist coming visitors.
* Maintains office supplies checking stock, anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies.

***PREVIOUS EXPERIENCE:***

**ACR AIRCONDITIONING AND REFRIGERATION SUPPLIES & SERVICES**

Makati, City Philippines

Position : Sales Executive /Secretary to Operation Manager

Period Cover : September 2014 up to January 2016

***JOB DESCRIPTION:***

* Perform data entry and scan documents
* Answer calls from customers regarding their inquiries.
* Prepare and modify documents including correspondence, reports, drafts, memos and emails
* Schedule and coordinate meetings and appointments for Managers.
* Tracks office supply inventory and approves supply orders
* Services existing accounts, obtains orders, and establishes new accounts by planning and organizing daily work schedule to call on existing or potential sales outlets and other trade factors.
* Submits orders by referring to price lists and product literature.
* Preparing purchase order, Invoice, deliver order, data entry & strong in payment follow ups and collection
* Keeps management informed by submitting activity and results reports.
* Monitors competition by gathering current market place information on pricing, products, new products, delivery schedules, merchandising techniques, etc.
* Provides historical records by maintaining records on area and customer sales.
* Searching for new clients who could benefit from your products in a designated region
* Travelling to visit potential clients
* Establishing new, and maintaining existing, relationships with customers
* Persuading clients that a product or service will best satisfy their needs.
* Calculating client quotations.
* Negotiating tender and closing sales by agreeing contract terms and conditions.
* Administering client accounts and coordinating sales projects
* Supporting marketing by attending trade shows, conferences and other marketing events.
* Maintain office stationeries and consumables

**YAZAKI-TORRES MANUFACTURING INC.**

Calamba, Laguna Philippines

Position : Quality Assurance Inspector (Q.A)

Period Cover : June 2013 – September 2014

***JOB DESCRIPTON:***

* Discuss inspection results with those responsible for products, and recommend necessary corrective actions.
* Discard or reject products, materials, and equipment not meeting specifications.
* Inspect, test, and sample materials or assembled parts or products for defects and deviations from specifications.
* Observe and monitor production operations and equipment to ensure conformance to specifications and make or order necessary process or assembly adjustments.

***EDUCATIONAL ATTAINMENT:***

TERTIARY : CHRISVILLE INSTITUTE OF TECHNOLOGY

Course : Computer Programming NCIV

Year Graduated : March 2012

SECONDARY LEVEL : LUSACAN NATIONAL HIGH SCHOOL

Year Graduated : April 2009

PRIMARY LEVEL : LUSACAN ELEMENTARY SCHOOL

Year Graduated : March 2005

***SKILLS:***

* Typing / Data Encoding, Organizing and filing of documents.
* Proficient in using MS Word, Excel, Power point, basic Multimedia presentation, Outlook Express and Internet search abilities
* Strong commitment, flexible and can work under preassure.
* Enthusiastic, work effectively both as a team member and independently.
* Good command of English languages; oral and written communication skills.

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