|  |  |
| --- | --- |
|  |  |

 ****

**VENUS** **VENUS.359937@2freemail.com**

**SUMMARY OF QUALIFICATIONS**

* Over 7 years of experience in UAE in the sales industry
* An experienced secretary with a strong administrative background coupled with excellent computer skills
* Outstanding knowledge of office administration& HR tasks
* A team player and have good communication and interpersonal skills
* An enthusiastic and self-motivated individual

**PERSONAL INFORMATION**

* Nationality: Filipino
* Date of Birth: January 11, 1985
* Gender: Female
* Marital Status: Single
* Visa Status : Visit Visa (Transferable)

**OBJECTIVE**

Seeking a challenging position in a respectable organization wherein I can contribute to the organization by making use of skills, experience and knowledge over the years to the optimum level and exceed organization’s expectation.

**PROFESSIONAL EXPERIANCE**

**SECRETARY & HR ASSISTANT & RECEPTIONIST AT LEO International FZE, Sharjah**

**FEBRUARY 2014 – FEBRUARY 2016**

* Acting as the Manager’s first point of contact with people from inside and outside the company
* Provides secretarial support by entering, formatting and printing information
* Scheduling and co-ordinating meetings and appointments
* Assisting head of company on some financial decisions
* Assisting in HR head on activities such as handling data entry, staff payroll, staff records etc.
* Processing Custom documents logistics
* Handling all incoming correspondences including telephone calls and passing on accordingly
* Performing all duties of a receptionist such as greeting visitors and their inquires

**SHOWROOM SALES EXECUTIVE AT MEGA BUILDING MATERIALS**

**DECEMBER 2011 – DECEMBER 2013**

* Maintains and develops good relationship with customers through personal contact or meetings or via telephone etc.
* Acting as a bridge between the company and its current market and future markets
* Displays efficiency in gathering market and customer info to enable negotiations regarding variations in prices, delivery and customer specifications to their managers
* Helps management in forthcoming products and discuss on special promotions
* Reviews their own performance and aim at exceeding their targets
* Records sales and order [information](http://www.jobawareness.com/chief-information-officer.asp) and reports the same to the sales department
* Provides accurate feedback on future buying trends to their respective employers.

**CASHIER AT GALLERIES LAFAYETTE (FRENCH DEPARTMENT STORE AT DUBAI MALL)**

**MARCH 2009 – DECEMBER 2011**

* Cash accountability, reconciliation and reports
* Checks all the supply and machine if it’s all working
* Tracks record of greeting customers in a polite and friendly manner
* Hands-on experience in accepting payments from customers, gives change and issuing receipts
* Assisting customers in locating specific items
* Promotes the company promos

**COMMUNICATION**

* Excellent verbal and written communication skills
* Dedicated and careful with high level of accuracy
* Fluent in English

**COMPUTER**

* MS Word &Excel

**QUALIFICATION**

Bachelor of Science in Banking & Finance, 2006

Tabaco College Panal Tabaco City Philippines

Certified on Secretarial skills for executive secretaries with an EXCELLENT performance from NADIA Training Institute in UAE