Myra

Myra.361455@2freemail.com

**PROFILE**

Seeking a challenging opportunity that is commensurate with my skills and qualification and that can provide me with a competitive working environment and with opportunity for career growth.

**WORK EXPERIENCE**

**Sales/Quotation Coordinator cum Secretary**

Naffco, Abu Dhabi Branch

November 17, 3013 till Present

* Prepare quotation using ORACLE application.
* Prepares Correspondence, Reports & Presentation.
* Make follow up with customers for the payment and make sure that the payments are received on the given time frame.
* Prepare monthly report payment & present it to the Management.
* Follow up meeting with the clients against issued Quotation for any progress.
* Providing input to Department Head on customers, markets and competitive trends.
* Handling the petty cash if necessary.
* Maintain accurate records of all pricings, sales reports.
* Directly report to In-charge Quotation Dept. to General Manager.
* Prepare Reply Correspondence against Discounted Offers.
* Coordinate and organize all request for safety equipment
* Review of required service documents to ensure all details are included and to identify any missing requirements and raise queries against specification
* Follow up suppliers for details regarding the needed equipment
* To build the relationships and liaise with internal customers and external suppliers and subcontractors and manage daily correspondence for quantities, costs and specifications.
* To communicate efficiently and effectively with both the projects’ Teams as required bringing clarity to details of required services in hand for pricing.
* Handles correspondence between departments and to and from outside organizations.
* Maintains records on computer spreadsheets, does word processing tasks and arranges meeting times and places for staff and clients.

**Secretary / Admin Assistant**

Panorama Contracting & Engineering Services WLL

Manama, Kingdom of Bahrain

July 04, 2011 to Nov. 12, 2013

* Provide oversight in various administrative programs to include distribution and dissemination of incoming mails, recordkeeping and documentation, receiving incoming calls, phone counseling and office tasking.
* Prepare and distribute appropriate notice to the manager’s meeting and agendas
* Wrote down the company’s meeting/conference discussion and issues, recorded all members’ attendance and composed a Minutes of Meeting when the meeting is over.
* Follow up customers and suppliers on their transaction to the company.
* well-versed in MS Office (WORD, POWER POINT, EXCEL, OUTLOOK)
* Prepare office memorandum and replies to all correspondence.
* Prepare and reviewtime and attendance records and leave schedules of the employees.
* Manage hotel bookings, Air Ticketing, Insurances and processing Business VISA for General Manager to CEO.

**Customer Service Representative**

RESULTS Manila Inc. Bpo, Philippines

September, 2010 to March, 2011

* Answer incoming calls from customers to take orders, inquiries and questions, handle complaints, troubleshoot problems and provide information.
* contact businesses or private individuals by phone
* describe products and services
* obtain possible customer leads
* follow up on initial contacts
* Building positive rapport with different types of customers over the phone.
* Display Time flexibility towards shifts as per work floor requirements

**Office Assistant**

Technical Education Skills and Development Authority (TESDA), Philippines

May, 2008 – July, 2010

**Part Time On call Trainer for Computer Hardware Servicing NC II**

NAGDILAAB FOUNDATION, INC. ,Philippines

(February, 2010 to April, 2010)

**Part Time On call Trainer for Computer Hardware Servicing NC II**

Technical Education Skills and Development Authority (TESDA) ARMM Basilan, Philippines

(April, 2009 – June, 2009)

**PRACTICUM/ON THE JOB TRAINING**

**Pre-Practicum in National Economic and Development Authority (NEDA)**

November 2007 to February 2008

▪ Work on Programming of Installation of Software, Troubleshooting and Clerical Works.

**Pre-Practicum in Pilar College Computer Laboratory**

April to May 2007

▪ Work on Programming of Installation of Software, Troubleshooting and Technical Support for Help Desk Information and Clerical Works.

**EDUCATION**

Tertiary

* 2004 - 2008 Bachelor of Science in Computer Science

Pilar College, Philippines

Secondary

* 2000 - 2004 Claret College of Isabela, Philippines

Elementary

* 1994 – 2000 Claret College of Isabela, Philippines

**SEMINARS/ TRAINING**

* Time Management Training

June 14, 2014

Naffco Head Office, Dubai

* Computer Hardware Servicing or NC II

June 30 to September 2008

 College of Modern Technology Institute (CMTI)

Philippines

* Training for Consolidation and Canvassing System Support Technician

July 16, 2008

Western Mindanao State University (WMSU)

Philippines

* Computer Based English Proficiency

April 11 to May 19, 2008

TESDA ARMM LSI, Philippines

* Character and Image Enhancement

January 17, 2007

HRM Mini Hotel, Pilar College

Philippines

**PROFICIENCY**

* Highly-motivated, dedicated, and ambitious professional with a broad background in coordinating projects, planning events, promoting business services, and ensuring a high level of customer satisfaction.
* Successful in establishing an exceptional rapport with individuals at all levels.
* Excellent organizational and time management skills with attention to detail.
* Exceptional communication skills, both written and verbal.
* Highly adaptable and flexible in new work environment and different types of personality.
* Able to work efficiently with minimal supervision.
* Hard working and fast learner.