**First Name of Application CV No 218466**

Whatsapp Mobile: +971504753686



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**EDUCATION:**

Employment Apprenticeship Research Network

***Computer Programming***

1996 – 1998

Philippine College of Technology

***Scientific and Therapeutic Massage***

1998

**SKILLS:**

* Excellent interpersonal and communication skills.
* Able to work with less supervision.
* Have strategic planning skills.
* Good negotiation skills and time management ability.
* Can understand basic language of Arabic and Greek.

**OBJECTIVE:**

To be able to put into practice the knowledge that I have gained from my

 previous work experience. At the same time improve and develop further

my personal character which will produce a positive result for the company.

**WORK EXPERIENCE:**

**Sales Executive (Feb. – August 2015)**

Altimus Office Supplies LLC – Oud Metha, Dubai, UAE

* In charge of selling company’s goods and services. Approach potential customers with the aim of winning new business, as well as maintaining good relationships with clients.
* Handles email and call inquiry, doing the quotation required by our client.

**Restaurant/CoffeeShop Supervisor (Sept. 2012 to 2014)**

IL LAGO BISTRO ITALIANO/NATRO ROSSO CAFÉ – JLT., Dubai

* Handling the accounting matter, suppliers, HR and Admin jobs.
* Supervising the daily routine services on both establishment and managing the staff.
* Reporting all the necessary documents and reports in a daily/monthly basis to the owner.
* Performs basic responsibility in giving customer satisfaction, providing effective and exceptional service.

**Secretary (2001 – 2005)**

NOOR OPTICAL SHOP – Kuwait City

* Preparing invoices, memos, letters, financial statement and other documents.
* Opening, sorting, and distributing incoming correspondence including fax and emails.
* Performing general office duties such as ordering supplies, maintaining record management system and basic bookkeeping work.
* Answering and dealing with incoming/outgoing calls.
* Handling confidential information in line with the firm data security protocols.

**Receptionist/Telephone Operator (1997 – 2000)**

ISLACOM (Telephone Company) – Makati, Philippines

* Welcoming clients in a polite, friendly and helpful manner.
* Answering telephone inquires professionally and transferring calls.
* Providing information and literature about the company in person and via telephone.