Hajime

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# Highlights

* Office Management, Administrative or Assistant Experience
* Reception Attendant
* Marketing
* Inventory Clerk
* Cashier

**Skills**

* Proven Office Management
* Assistant Experience
* Attentive
* Excellent Time Management
* Excellent Written and Verbal Communication skills
* Proficiency in MS Office, Excel, Outlook and PowerPoint
* Problem Solving
* Strong organizational and planning skills
* Customer Service

**Work Experience**

***Marketing Executive*November 2014 – April 2017 NBAD (National Bank of Abu Dhabi) RFM Loyalty UAE**

* Finding potential merchants.
* Set meetings and do marketing strategies.
* Selling P.O.S. or credit card machine.
* Installations of the machines and teach them how it works.
* Entering data into the system.
* Working with customers / employees to identify the machines problems and advising on the solution.
* Testing and fixing faulty machines.
* Satisfy the customers at all times by providing quality service.

***Cashier cum Inventory Clerk*June 2013 – August 2014 Mead & Co (Modern Arabian Cafe) Abu Dhabi, UAE**

* Receive payment by cash, credit cards, or automatic debits.
* Issue receipts, refunds, credits, or change due to customers.
* Count money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change.
* Maintain clean and orderly checkout areas.
* Establish or identify prices of goods, services or admission, and tabulate bills using calculators and cash registers.
* Identify various materials for production and perform quality checks according to company policies and procedures.
* Maintain inventory control and evaluate all items.
* Perform regular quality checks on all supplies and maintain record of all receipts.
* Monitor and validate all inventories, perform cycle count of all products.
* Maintain accuracy of all counts and ensure authenticity of all information.
* Maintain log of all records and update the managers to ensure efficient cost transfers.
* Assist to maintain stock at appropriate location in warehouse and rotate stock to remove all old stock.
* Prepare spreadsheet for all the items and maintain appropriate documents for it.
* Prepare stock status reports and perform physical inventory counts and maintain count of all merchandise and prepare reports for all shortages.

 ***ADMIN (Office Management)*March 2011 – April 2013 Divino Amor Realty Inc. Ortigas, Philippines**

* Provide general administrative and clerical support including mailing, scanning, and copying to management.
* Arranging Appointments
* Organizing Meetings
* Perform data entry and scan documents
* Answer calls from customers regarding their inquiries.

***Receptionist***

**February 2008 – March 2011 Divino Amor Realty Inc. Ortigas, Philippines**

* Greets visitors and attends to inquiries made by phone or walk in clients.
* Assists in promotion of products and give some details to customers.
* Logs timing of arrival and departure of guest and staff.
* Deals with incoming mail and organize outgoing mail.
* Arranges appointments for callers or for people working in the organization and keep records of these
* Provides information to assist clients or refer them to appropriate contact / staff either in organization or elsewhere.

***Data Control Clerk (on-the-job-training)*Jul 2006 – Jan 2007 Social Security System Tagaytay, Philippines**

* Reviewing the existing data and to correct or update when it is necessary
* Maintain accurate database records for all the SSS members
* Assist the Clerk employee to compile statistical reports
* Assist with verification and editing of input and output data
* Maintain records of the members
* Assist walk-ins for their queries.

**Education**

2005-2007 **System Technology Institute (STI) – College Tagaytay, Philippines**

**Training and Seminars**

**The Competitive Selling Advantage Seminar
September 28, 2010**Renaissance towerMeralco Ave. Ortigas Pasig City

**Build and Manage Database Seminar
September 29, 2006**System Technology InstituteOlivarez, Tagaytay City, Philippines