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**ROXANNE**

**ROXANNE.366530@2freemail.com**

**OBJECTIVE**

 A position in an organization here I can contribute to the development and improvement of the company and to be competent to work with the organization that will impart my skills and knowledge and also enables me to grow while meeting the corporation goals.

**PROFESSIONAL SUMMARY**

* A versatile, dedicated, well trained employee and highly motivated customer support representative with strong verbal, listening and written skills. Comfortable in interacting with all levels of public. Able to solve problem quickly accurate and efficient. Committed to quality and excellence.Excellent interpersonal, communication and relationship-building skills. Listen attentively, communicate persuasively and follow through diligently.
* An enthusiastic fresher with highly motivated and leadership skills
* Eager to learn new technologies and methodologies.
* Always willing to innovate the new things

**EDUCATIONAL ATTAINMENT**

Secondary Education

Mariano Ponce National High School –BaliuagBulacan Philippines
**High School Diploma (Attested by Embassy of UAE)**

**March 2007-2010**

**PROFESSIONAL EXPERIENCE**

**Active Hardware Trading Co. LLC March 26, 2016 - Present**

**Office Clerk Mussafah Abu Dhabi UAE**

® Review customer invoices for accuracy

® Ensure that all invoices are mailed to customers on time

® Answer the departmental phones and distribute messages to the appropriate personnel when required

® Keep the departmental printers and copiers operating properly and alert management when repair is required

® Scan, Print important documents regarding sales matters.

® Act as a receptionist or front desk officer when required

**PuregoldBaliuag (Purefoods Ham) October 2012 – January 2013**

**Sales Associate / Promodizer BaliuagBulacan**

 **Philippines**

® Providing good customers service for the customer

® Introduce new product to the market by providing one on one conversation with the customers

® Type and make Purchased Orders from different suppliers using Database Management System

® Providing sales report with the roving supervisor

® Scan, Print important documents regarding sales matters and send it to Clients Database.

® To wear appropriate dress at all times

**Aficionado Perfumes Philippines February 2013 – March 22, 2014**

**Sales Representative Philippines**

® Assisting Customers’ needs when it regards to personal perfumes

® Coordinate to the Branch Manager for the marketing activities needed to boost up the sales of the company as well as the inquiries

® coordinate with the manager regarding some of the administrative report of the store

® make a transaction order of perfumes

® Liaising with the manager to maintain and update the price of the new product

®Recognised for ability to quickly establish rapport with customers, up-sell products and build a loyal clientele.

**QUALIFICATION HIGHLIGHTS**

Skills : Computer literate, Microsoft Office Proficient, Surfing the Internet, I am a mature and confident person with sales experience, team leadership skills and the ability to create new sales and build on existing accounts, Windows Xp

**I hereby certify that the above information is true to my belief.**