

**Angela**

**Angela.367594@2freemail.com**

**Personal statement**

Skilled Office Admin & Collection specialist with excellent accounts receivable skills. Strong interpersonal and social communication allows for assisting clients with invoices, payments and good collaboration with managers regarding accounts.

Ability to multitask and work in a fast-paced environment with strong negotiation and collection skills & qualified with over ten years with administrative work experience and proven ability to handle and manage office environment. Possesses effective organizational skills in addition to willingness to work above and beyond the call of duty. Proven ability to manage multiple assignments while meeting tight deadline schedules. Possess reputation as a self-directed professional with excellent problem solving, analytical and communications skills.

**Key Skills**

* Proficiency in all areas of Microsoft Office, including Access, Excel, Word and PowerPoint
* Excellent communication skills, both written and verbal
* Spoken Languages, English Italian & German

**Employment History**

**Executive Secretary & Collection Specialist, Ansab Transport & Gen. Contracting, Abu Dhabi, UAE**

*(August 2014 – Present)*

Achievements and responsibilities:

* Coordinate office management activities to aid executives
* Research and compile confidential documents
* Take and record minutes of the meeting
* Screen incoming correspondence and ensure delivery to intended recipient
* Create and maintain a liaison between executives
* Compose e-mails and other correspondence
* Produce reports and charts
* Prepare meeting agendas and collect related material
* Review and proofread documents for executives’ signatures
* Maintaining all customer accounts under his control up to date and correct
* Co-ordinate with Management for the collection of money from customers
* Follow up with the direct customers for the payment & arrange to collect the payment once it is ready
* Visit the customer office occasionally and asses their financial soundness
* Monthly status report of receivables to Accountant and Manager

**Sales & Marketing Executive, BoBo Gelati, Abu Dhabi, UAE**

*(July 2010 – July 2014)*

Achievements and responsibilities:

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* Liaising and partner organizations and networking with a range of stakeholders including customers, colleagues, suppliers
* Conducting market research, for example using customer questionnaires and focus groups
* Contributing to, and developing, marketing plans and strategies, and managing budgets
* Conducting market research to identify selling possibilities and evaluate customer needs
* Actively seeking out new sales opportunities through cold calling, networking and social media
* Setting up meetings with potential clients and listen to their wishes and concerns
* Evaluating marketing campaigns, and monitoring competitor activity
* Supporting the marketing manager and other colleagues
* Communicating with target audiences and managing customer relationships
* Create frequent reviews and reports with sales and financial data
* Sourcing advertising opportunities and placing adverts in the press or on the radio
* Managing the production of marketing materials, including leaflets, posters, flyers, newsletters, e-newsletters and DVDs
* Liaising with designers and printers
* Maintaining and updating customer databases
* Organizing and attending events such as conferences, seminars, receptions and exhibition

**Law Secretary, Robert Brunetti Law Firm, Long Island, New York, USA**

*(March 2000– June 2010)*

Achievements and responsibilities:

* Prepare correspondence and legal papers such summonses, complaints, motions, responses, & subpoenas under the supervision of an attorney or a paralegal
* Support attorneys in a legal setting
* Manage travel & maintain clients court schedules
* Schedule meetings and arrange conference room
* Prepare confidential and sensitive documents
* Manage travel and schedule & Coordinates office management activities

**Education**

**High School Diploma 1993, Long Island, New York, USA**

**International Business Skills-IBSC, 2017, AL Khawarizmi International College Abu Dhabi, UAE**

**References**

References are available upon request.