**KLAIR**

**Email Address:** klair.368913@2freemail.com

**WORK OBJECTIVE:**

With nine years of solid working experienced in United Arab Emirates as Administration Assistant, Receptionist cum Sales Coordinator and Purchase.

Pursue stable and long term job opportunity in order to acquire challenging position in any field where my academic knowledge, work experiences, skills and strong capabilities can be mostly utilized.

**KNOWLEDGE and SKILLS:**

* Administrative work / Secretarial and Receptionist
* Sales, Purchase and Store Keeper
* Customer Service
* Basic Accounting
* Computer literate (Word, Excel, Outlook, E-mails)
* Self- & good communication skills in English language
* Hardworking, result oriented, team player, flexible and determined to learn.
* Can do multitasking jobs. Correspondence
* Able to work with a minimum supervision and can able to communicate in any level of organization.

**WORKING EXPERIENCES:**



**CONSENT GROUP – Al Quoz Industrial Area – Dubai U.A.E.**

**April 15, 2010 up to date**

Duties and Responsibilities:

**(***As Admin Assistant cum Sales Coordinator & Store in Charge*)

* Send quotations for customers through coordination with sales department
* Prepare sales order, delivery note and invoices for materials delivery using FOCUS network.
* Screen and forward emails to every department
* Arrange courier bookings



**1 |** P a g e

* Follow up payment collection
* Coordinates with the sales team
* Monitor stock of raw materials
* Coordinates with production staff for their material request
* Prepare local purchase order
* Receive all incoming ordered raw materials
* Posting all invoices & delivery notes in FOCUS soft net.
* Direct report to Division Manager

**(***Receptionist cum Secretary***)**

* Attends and records incoming & outgoing calls
* Entertain visitors and walk-in customers in a courteous and polite way
* Coordinates to sales department such as preparing invoices for customers
* Receive cash/cheque payments from the customers after sales.
* Arrange all incoming and outgoing courier
* Process statement of accounts of every customer through courier



**Hilali Light Industries Co. L.L.C. –Industrial Area 1, Sharjah – U.A.E.**

***Receptionist cum Secretary / Commercial Coordinator***

**May 2007 – August 05, 2009**

Duties and Responsibilities:

* Attends and records all incoming & outgoing calls
* Responsible for daily attendance records of all employees
* Entertain guests and walk in customers in a friendly and polite manner
* Arrange courier
* Managing Correspondence as directed by the Managers & Sales Representatives
* Compiling reports and presentation materials
* Organized diaries and travel bookings of the manager
* Assist on administrative department
* Prepares invoices and follow-up payments
* Keeps an updated catalogue library, categorize files for easy reference
* Completes any other task assigned by the General Manager
* Maintain an efficient filing system for Receipt Voucher, Fund transfers, and invoices from the customers and suppliers
* Prepares checks for payment



**2 |** P a g e



**Agencia Bacolod Pawnshop & Jewelry Store– Bacolod City, Philippines *Cashier / Vault Keeper (include cash & jewelries) / Customer Relations Officer* October 2003 – December 2006**

Duties and Responsibilities*:*

* Distributes supplies in all branch
* Vault Keeper - responsible of cash, jewelry, confidential documents and other valuable items
* Handling petty cash, payment of bills and all monetary payments to suppliers.
* Consolidate daily transaction & reports from all branches.
* Attends customers complain and queries
* Process bank transaction such as sales deposit and cash withdrawal
* Received a recognition as an **Outstanding Employee of the Year**



**Globe Telecommunications Company- Bacolod City, Philippines *Customer Service Representative / Sales Personnel***

**May 2002 – September 2003**

Duties and Responsibilities*:*

* Posting daily transactions
* Handle cash payment
* Attend customer complain and queries
* Upgrade and sim card
* Prepares counter receipt for collections
* Maintains all records and files of customers
* Prepares daily, monthly and yearly reports of transactions
* Process orders on a timely and efficient manner



**Rural Bank of Silay City - Silay City, Philippines**

***Management Trainee***

**October 2001 – March 2002**

Duties and responsibilities:

* Maintains records of bank clients.
* Issues passbook for renewal clients.
* Assist teller on daily inventory.
* Filing bank records such as deposits and withdrawal slip.



**3 |** P a g e

**TRAININGS and SEMINARS:**

* Jewelry and Cellular phones Appraiser’s Seminar –Bacolod City, Philippines
* Job Orientation Seminars – Bacolod City, Philippines
* Customers Service Seminars – Bacolod City, Philippines
* Corporate Social Responsibility Training, Bacolod City, Philippines

**EDUCATIONAL BACKGROUND:**

**Degree:** Graduated as - Bachelor of Science in Commerce Major in *Entrepreneurial Management*

**School:** University of St. La Salle – Bacolod City, Philippines

**Period:** June 1998 – March 2002 (4 year course)

**PERSONAL DETAILS:**

**Visa Status Marital Status Nationality Date of Birth Language Spoken**

: Residence Visa

: Married

: Filipino

: May 23, 1981

: English, Filipino& basic Arabic



**4 |** P a g e