

Maria

E-mail Address: maria.375598@2freemail.com

OBJECTIVE:

 To be associated with the progressive through a position where ability, experience

and skill valuable application and to provide an opportunity to share and gain knowledge to

others

QUALIFICATIONS:

* Excellent communication skills
* Computer literate (MS Word, Excel and Power point)
* Hardworking and fast learner
* Demonstrate inter-personal skills and ability to work in a multicultural
* Multi ethic environment with sensitivity and respect for diversity
* Requires minimum supervision

WORK EXPERIENCES:

BRIGHT SKY PTE. LTD. (LUENTHAI CAMBODIA) Dec. 2014 - Oct. 2016

Phnom Penh, Cambodia

Courier Coordinator cum Receptionist

* Manage all inbound and outbound shipment schedules relative to sales ship date and production requirements
* Negotiate with carriers to maximize profitability of loads consigned to zone.
* Identify service and cost improvement opportunities and synergies in respective zone

such as dedicated operations and continuous moves

* Secure equipment for all available loads that have been assigned to their zone.
* Checking the sample parcel for exporting and importing
* In-charge to documentation and summary of payment
* Provide comprehensive secretarial and administration support
* Screening phone calls, enquiries and requests, and handling them when appropriate
* Attend to incoming and outgoing e-mails & fax messages
* Organizing, maintaining diaries/calendar and making appointments
* Operate a pro-active customer follow-up system ensuring to meet the standard courtesy & efficiency in customer contact & communication

FORD BALINTAWAK February 2013 – August 2014

MATTERHORN MOTOR, INC.

Manila, Philippines

Sales Associate, Sales & Marketing

* Identify sales opportunities for current and potential customers.
* Supporting customer sales team.
* Providing a follow up action for payments.
* Creating a personal relationship with clients & providing the best possible service.

To ensure clients are satisfied with the products they have purchased

* Identify potential customers through databases, cold calling, follow up leads and telephone/personal contacts etc.
* To contact potential customers and convince them about the product offerings.
* To ensure that prospects are clearly communicated about the bank charges/terms and conditions
* To ensure that no customer application is misplaced and is kept in safe custody.

MY-ROW & Equipment January 2011 - June 2013

Manila, Philippines

Personal Assistant

* Running daily operations and coordination with staff
* Negotiate to all different Captain and Councilor
* In-charge with government documentation & processing

EDUCATIONAL ATTAINMENT

TERTIARY : Our Lady of Fatima University (OLFU) – 2007-2012

BS-NURSING

PERSONAL INFORMATION

* Birthday : September 2, 1989
* Age : 28 years old
* Weight : 102lbs
* Height : 5"
* Civil Status : Single
* Religion : Roman Catholic
* Citizenship : Filipino

CHARACTER REFERENCES

Available upon request.