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**Krizza**

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**Mobile: Whatsapp +971504753686 / +919979971283**

**Objective:**

Dedicated, client-focused secretarial professional with deep knowledge of office management procedures. Proficient understanding of MS Office and sales management systems. Excellent customer service, with strong attention paid to detail, organization, and presentation skills.

**Work Experienced**:

**BON INDUSTRIAL SALES**

***Sales Secretary (from March 2017 to April 2018)***

* Responsible in clerical duties within sales team
* Assisting customer inquiry thru calls and email
* Secured customer relation
* Document Filling, File making and Handling other kinds of paper work
* Responsible in taking orders from the salesmen and maintaining files, cash sales and inventory.

**TOTAL NUTRITION CORPORATION**

***Sales Associate (from June 2015 to March 2017)***

* Ensure sales quota
* Greeting customer
* Improving engagement with merchandise and outstanding customer service.

**Educational Background:**

Bachelor of Science in Business Administration major in Marketing Management

University of Caloocan City

2001-2014

Tulip St., Area C, Camarin Caloocan City, Philippines

**Skills**:

* Customer Relation
* Customer Service
* Clerical and Administrative duties(Filling,Encoding,Mailing)

**Personal Information:**

Date of Birth: January 12, 1992

 Place of Birth: Ligao Albay, Philippines

 Gender: Female

 Civil Status: Single

 Nationality: Filipino

 Visa Status: Visit Visa