

**JULIET**

**Address: Dubai United Arab Emirates**

**Visa Status: Employment visa / Transferable**

Email: Juliet.380793@2freemail.com

**OBJECTIVE:**

To work and be trained in a competitive company where I can utilize my knowledge and skills that I gained from my previous work experiences.



**COMPUTER SKILL AND STRENGTHS:**

Excellent verbal and written communication skills

Demonstrated experience working in sales or market team environment Strong organization and follow – up skills

Above average desktop computer skill with experiences in Pages, Numbers, Keynote or MS Excel, Word and Outlook



**Key Skills:**

Industry knowledge: communication, sale, demonstration, and customer service skills.



**WORK EXPERIENCE**:

**Position:**

**Employer:**

**Department:**

**Date:**

**Relationship Officer**

**National Bank of Ras Al Khaima P.S.C**

**Bancassurance MetLife Policy**

**October 15, 2017**

**Bank Oriented**

**Job Description:**

* Promoting Metlife Policy
* Attend meetings and programs to learn more about the products and services, learn new skills, and to know more about objections handling
* Develop marketing strategies to compete with other individuals or companies who sell insurance.
* Interview prospective clients to obtain data about their financial resources and needs, such as daily or monthly expenses to determine which policy suitable for client.
* Explained features and advantages and to utilized information to show benefits of accidental policy of METLIFE
* Contact prospective client by telephone / help customer apply policy in a manner that will optimized approval
* Verifying customers details and credit card account
* Review policy application for errors, omission then work with underwriter to facilitate completion of process
* Keeping customers information confidentiality, such as personal information and credit card account.
* Keeping bank premises confidential
* Work with other Relationship Offer’s to build more scripts to enhance more strategies.

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**Job Description:**

**Position:**

**Employer:**

**Telesales Marketing**

**BLC /Du Telecommunication Dubai UAE**

**Date:**

**September 16 2015 to August 21, 2017**

**Job Description:**

* Contact customers directly by telephone to make sales or support field sales representatives by setting appointments or qualifying prospects.
* Influences customers to buy or retain product or services by giving product reference

information.

 Identify opportunities, produce leads and book appointments with on high quality leads.

* Proactively follow up leads generated into prospect
* Use of initiative to identify and follow up opportunities with companies who are not already on the database
* Manage the database to a high degree of accuracy to ensure targeted marketing activity can take place to generate new business
* Work closely with the marketing team to achieve sales objectives
* Contribute to the team performance by sharing and implementing Best practice Ideas

**Position Employer**

**: Administrative Assistant and Customer Service**

**: QnetCo.Qatar Doha**

**Date**

**: October 20 2012 to Feb. 20 2015**

**KEY RESPONSIBILITY:**

* Resolve customer complaints via phone, email, mail, or practical with critical thinking.
* Use telephones to reach out to customers and verify account information.

Greet customers warmly and ascertain problem or reason for calling. Assist with placement of orders, refunds, or exchanges (ACCORDING TO COMPANY SECTORS)

**Job Description:**

* Obtain and evaluate all relevant information to handle product and service inquiries
* Provide pricing and delivery information (Preparing Tender, Marking up prices, invoicing, preparing LPO, PO and correspond emails.)
* Perform verifications and set up new customer accounts process orders, forms, applications and requests
* Organize workflow to meet customer timeframes
* Keep records of client interactions and transactions, record details of inquiries, comments and complaints
* Prepare and distribute client activity reports and maintain customer databases
* Communicate and coordinate with internal departments at management administration
* Follow up on customer interactions and provide feedback on the efficiency of the customer service process

**Position: Receptionist Cum Sales Assistant at Johnson and Johnson’s Company (j&j)**

**Employer** **: Abu Dhabi UAE**

**Date** **: Feb.2012 to September 20, 2012**

**Job Description:**

* Evaluate skin client condition and appearance
* Examine client skin for any reaction to cosmetic.
* Provide/demonstrate and explain skin product samples, informational brochures ( as per company availability )
* Inform and discuss available treatment or skin product will improve or maintain client’s skin.
* Recommended skin care product as per skin type such as moisturizer, cleanser, lotion or cream
* Recommended Client to use or apply Sun Block to protect the skin from sun exposure to prevent from damaging or discoloration, such as pigmentation etc.
* Provided explanations to a client on proper skin cleaning and care including regular skin care regimen
* Maintain and update client medical records to include individual services preferences and needs
* Maintain areas tidy and keep items in a propercounter



**EDUCATIONAL ATTAINMENT:**

College

**College of Nursing**

Medical College of Northern Philippines

Penablanca Cagayan

2001– 2004

High school

Cagayan National High School

Tuguegarao City, Cagayan

1997 – 2001



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| **PERSONAL INFORMATION:** | 15th March 1984 / 34 yrs old |  |
| Date of Birth / Age | : |  |
| Nationality | : | Filipino |  |
| Gender | : | Female |  |
| Languages | : | Filipino, English and Basic Arabic |  |