

**Lusbell**

**Visa Status**

**Objective:**

**Summary**

* **Can join immediately (transferable)**

To be a part of a vibrant, growing organization and to assist in achieving the goals of the company, ensuring all round growth and development of the organization and myself.

* 9 years over all experienced in UAE
* 5 years experienced as Receptionist
* Admin HR Assistant / Cum Secretary
* Billing and Documentation, Invoicing, Logistics, Freight Forwarding
* Customer Service Assistant (CSR)
* Data Entry Encoder, Dispatch Assistant
* Computer Skills: Microsoft Office / Excel / Word / Basic Power Point
* Strong Collaborative Skills, Quick Learner / Strong Verbal Communication
* Flexible and willing to diversify into a new field of work, likes new challenges

**PROFESSIONAL EXPERIENCES:**

**From 2014 to** ***Receptionist cum Secretary***

**Present** Dubai UAE

 Reporting to the Group Finance & Administration Manager, in designated area of

Administration Departments, updating current documents events, submit/sorting

documents for signature.

 Arrange/request employee ID, email address, hierarchy flow, stationary supplies, etc.

 Distribute salary slip at the end of the month.

 Provide assistance, correspondence work to Passport/Visa Section Manager.

 Carry other additional task given.

 Receive/greet/accommodate guest promptly.

 Answers/disseminate incoming and outgoing calls to concern department/person.

 Accepts / arrange courier documents and distribute.

 Assists visitors and customers with general questions such as who to contact, office

hours, releasing basic account/status information and responds to routine question

regarding the office department.

 Organizes and prioritizes front desk tasks such as managing and monitoring calendars

for conference rooms, personal appointments meetings, and other events.

 Ensure that the reception and surrounding areas are kept organized, clean and tidy.

 Performs general data entry, list of supplier’s for our accountant record purposes.

 Updates sites contact number of site Engineer’s, timekeepers, as well as sub-

contractors and suppliers.

 Gathering information for implementing the new project collecting inputs from clients.

 Monitor’s incoming Tender offer and Request for Quotation (RFQ) and forward to our

Constructions Manager.

 Coordinates with Suppliers meeting appointment of the Chairman, General Manager &

Procurement manager.

 Listing out the documents and documenting the project details.

 Typing letters, sending emails and document transmittals.

 Tracking the pending documents through weekly progress reports.

 Faxing, photocopying, scanning and monitor supplies and keeps office inventory.

 Monitors correspondence Log sheet

**Dec. 2010 - Feb. 2013**

**Apr. 2004 - Oct. 2008**

**Jul. 2003 - Mar. 2004**

**Oct. 1999 – Aug. 2001**

***Property Specialist Agent,*** Avida Land, Ayala Alabang, Philipines

Rent, buy, or sell property for clients. Perform duties, such as study property listings, interview prospective clients, accompany clients to property site, discuss conditions of sale, and draw up real estate contracts and negotiate prices or other sales terms

***Secretary cum Receptionists,*** *Sheikh Noor Ud Din & Sons Pvt. Ltd, Jebel Ali, Dubai*

* Maintain the general filing system and file all correspondence.
* Responsible for providing secretarial, clerical and administrative support.
* Handles all online renewal of medical and car insurance, company Trade License, and
* Chamber of Commerce.
* Arrange meeting coordinate appointments and make travel arrangement of the CEO.
* Arrange visa Application of the CEO, sales executives for Business travel purposes.
* Prepares all logistics documentation of in/out shipments as well as invoices, packing list, certificate of origin etc. as per customs requirement.
* Prepares local purchase order, quotations, as per requested or as needed.
* Handles petty cash and prepares daily bank reconciliation statement and all bank related transactions such as check deposits, and cash withdrawals.
* Responsible for purchasing company stationary.
* Assist Executive Director and other staff as requested.
* Arrange recruitment process of house servant.
* Cordinate the repair and maintenance of the office equipment.

***Sales Associate,*** Rose Gallery LLC - Abu Dhabi U.A.E

* Working as an individual and as a team member, provides a customers with complete service and enjoyable shopping experience.
* Anticipates, reacts responsively to customer requirement in a friendly and approachable manner.
* Uses selling techniques to increase average value and overall store turnover.
* Achieves add-on sales through customer directory, making contact on new ranges/items back in stock.
* Maintain and improve store retail standards on selling floor, service areas and stockrooms to ensure ease of customer self-selection is maximized towards optimizing turnover.
* Follow to best sellers and keeps count of stock / informs out of stock.
* Remains actively and vigilant

**Dispatch Assistant / O.R. Custodian**, South Bend Management Services - MakatiPhilippines

* Encodes Itineraries of our various clients thru email, and fax as per advice of Coordinators.
* Re-aligns collector’s itinerary on a daily basis schedule for collection.
* Updates customer profile and handles enrollment of new clients.
* Encodes and sorts out, all post collection documents per principals.
* Prepares transmittal of checks to be ready for bank deposit.
* Prepares collection status of the clients, as per requested by the principals for their record.
* Prepares monthly inventory of Official Receipt and monitor the completeness of OR’s returned by the collector after the day of collection.
* Faxing of used Official Receipt to principals for their record purposes.

**Dec. 1996 – Sept. 1999**

**EDUCATION 1993-1996**

**Billing and Documentation Assistant / CSR,** Aboitiz Air Transport System FreightForwarding Company

* Prepares final invoices and billing for the customers and handles segregation of documents needed for billing.
* Checks accuracy of computation of billings, as well as record of shipment data such as weight charges, space availability, declared values, tax charges, damages, and other discrepancies for accounting and record keeping purposes.
* Maintains logbook of invoices and billings to be turned over to Credit and Collection department, ready for collection.
* Prepares summary of monthly billings per customer and principal.
* Retrieves proof of delivery receipt, invoices, and updates online customer’s monthly credit line.
* Update (SQL system) of customer’s monthly credit line for accounting records
* Responsible for Processing of billing payment and cash transaction.
* Encodes proof of deliveries (POD) for status requirement of the consignee and the

shipper.

***As CSR (Customer Service Representative)***

* Receives customer call, answer queries, processing request orders and make any necessary suggestions or recommendations regarding for our new offers.
* Handles all customer inquiry and complaints, coordinates to our sub warehouse, site outlet and sub agent.
* Handles all customers’ inbound & outbound inquiry of their shipment if delivered on time
* Coordinates with couriers on all daily inbound / outbound delivery task to ensure they completed and accurately delivered within agreed timelines.
* Ensure excellent customer services at all times and respond to customer queries promptly. Advice sell and promote delivery service to cultivate on-going customer relationship and positive experiences.
* Maintain full knowledge of all company services and products successfully present and recommended them to all customers.

***Diploma in Computer Programming***

Philippine Women’s University, Taft Avenue Manila

Knowledgeable in Microsoft Office (Word, Excel, PowerPoint, Outlook, Internet browsing).

Email: [lusbell-396960@gulfjobseeker.com](mailto:lusbell-396960@gulfjobseeker.com)

I am available for an interview online through this Zoom Link <https://zoom.us/j/4532401292?pwd=SUlYVEdSeEpGaWN6ZndUaGEzK0FjUT09>

I HEREBY CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT.

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**Lusbell**