

**Objective**

Seeking a position to acquire a career opportunity where my knowledge, work experience, skills, talents and capabilities can be mostly utilize and to be a part of growth-oriented organization where I can apply my sales, administration and customer care skills to achieve career excellence.

**Education**

Emilio Aguinaldo College - Philippines (June 2004 to April 2008)

Bachelor of Science in Business Administration major in Management

**Skills**

* 4 years of extensive experience in Sales and Administrative work and environment.
* Computer Literate
* Hardworking and can work in a minimum supervision.
* Good interpersonal skills and good customer service.
* Can speak English fluently.
* Adaptability and ability to work under pressure.
* Self motivated, initiative, high level of energy

**Personal Information**

Age: 33 years old

Birth date: September 18, 1986

Nationality: Philippines

Civil Status: Married

Weight: 99.20 lbs

Height: 5’2

Languages

You can Speak or Write: English, Filipino

Email: [glaiza-397102@gulfjobseker.com](mailto:glaiza-397102@gulfjobseker.com)

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

**Character Reference**

* Available upon request

**GLAIZA**

**E x p e r i e n c e**

Receptionist cum Cashier (Jan.2015 to Jan. 2017 )

* Answering the phone and scheduling appointments for all stylists who work in the salon.
* Welcome guests upon entering the salon.
* Answer questions about salon services and products.
* Handling money and being able to operate a cash register
* Calling clients to confirm appointments.

Sales Coordinator (Jan. 2013 to May 2013)

Sportland Group - Dubai UAE

* Knowledgeable about the company’s products.
* Communicates with the members of the sales team for achieving monthly product sale targets.
* Handles the inquiries from existing and new clients and provides details about the products offered over the phone or via e-mails.
* Make a customer order per brand.
* Prepares the Proforma Invoice for customer orders to be forwarded to the warehouse.
* Advise and explain that goods should be deliver on time to meet customer satisfaction.
* Enter the orders in the computer system.
* Daily monitor the delivery status of the goods.
* Undertake administrative jobs such as preserving important

Receptionist (Feb. 2012 to Jan. 2013)

Size Middle East (Division of Sportland Group), Dubai UAE

* Welcomes visitors by greeting them, in person or on the telephone, answering or referring inquiries.
* Directs visitors by maintaining employee and department directories; giving instructions.
* Maintains security by following procedures; monitoring logbook
* Maintains safe and clean reception area and the entire office.

Sales Associate (Dec. 2008 to May 2009)

Allied Banking Corporation Credit Card Sales, Makati City Philippines

* Responsible for promoting the Allied Bank MasterCard through Telemarketing and Sales Blitz in Allied Bank branches and during special events like Premiere Night, Wedding Expo, Golf Tournament, etc.
* Curing of Credit Card Applications with deficiencies.
* Doing call outs to clients and Bank branches.
* Answer phone call inquiries from clients.
* Provide customers with product and service information.