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| **MARY** Mary.299583@2freemail.com  |

**OBJECTIVE:**

To obtain a challenging career that will enable me to use my strong analytical skills, problem solving and creative thinking abilities to provide the best support possible to achieve company objectives, success and future advancement and to continue my growth towards self-improvement.

**RELATED EXPERIENCE:**

**POSITION** :  **OFFICE ADMINISTRATOR / SALES COORDINATOR**

**PERIOD** : August 11, 2013 to Present

**COMPANY** : **ALMOE AV PRODUCTION**

**ADDRESS** : Hamdan St. Abu Dhabi, United Arab Emirates

**JOB DESCRIPTION:**

* Support the Abu Dhabi Sales Team in customer service, order entry, and sales growth.
* Receives and handles order inquiries via phone and email and coordinate and prepare quotations with the Sales Team using the Easy Job Rental System.
* Responsible for the administrative tasks – stationary replenishment, petty cash management, schedules appointments & meetings and ensures smooth workflow within the department.
* Monitor Sales Job Order entry and keep Sales Agents informed on the status of their Sales Orders.
* Coordinates with clients & venues to get accurate contacts, schedule & related documents for access / entry, event show and pack down.
* Ensures that all updates / changes / special details regarding an event are handled in a timely and efficient manner and is synchronized to Easy Job Rental system.
* Prepares reports, presentations, proposals & general correspondences & documentations, such as bidding, schedule of delivery, show, pack down and other related matters.
* Attends events & ensures that post event procedures & documentations are carried out properly & on time.
* Ensures that confirmed Sales Job Orders are billed properly.
* Asssist the AUH sales Team in the preparation & maintaining files and databases.

**POSITION** :  **PRICING AND RESEARCH ANALYST**

**PERIOD** : October 2010 - January 2013

**COMPANY** : **US AUTOPARTS NETWORK (Philippines) Corp.**

**ADDRESS** : Mandaluyong City, Philippines

**JOB DESCRIPTION:**

* Performs price competitive analysis by conducting research on competitor sites and suggests prices based on the result of the analysis.
* Responsible in reviewing or evaluating NEW and EXISTING Stock Keeping Units (SKUs) to ensure that they are competitively priced and are not selling below cost.
* Provide assistance to other team members whenever needed.
* Submit daily accomplishment report to the Sr. Manager.

**POSITION** :  **INBOUND CALL CENTER AGENT**

**PERIOD** : April - May 2010

**COMPANY** : **SUTHERLAND GLOBAL SERVICES (Philippines)**

**ADDRESS :** Province of Tarlac, Philippines

**JOB DESCRIPTION:**

* Attends to customers’ requests & inquiries.
* Coordinates with the business partner regarding customers’ requests and inquiries.
* Inquire about the freight and shipping updates for customers’ orders, requests and inquiries.

**POSITION** :  **SALES ADMIN STAFF II**

**PERIOD** : February - June 2005

**COMPANY** : **DIGITEL TELECOMMUNICATIONS COMPANY**

**ADDRESS** : Libis, Q.C.,Philippines

**JOB DESCRIPTION:**

* Prepares excel reports and monitor status, aging, progress & development of prospective client’s survey.
* Performs inter-department coordination for documents needed for project’s completion.
* Prepares Account Managers’ Commission for the month.
* Updates the Department’s Customer Monthly Sales profile.

**POSITION** :  **ADMIN, DATA-COM TECHNICAL SUPPORT DEPT.**

**PERIOD** : 2003 - 2005

**COMPANY** : **LIBERTY BROADCASTING NETWORK INC.**

**ADDRESS** : Makati City, Philippines

**JOB DESCRIPTION:**

* Responsible for the Administrative work for the department.
* Monitors Inventories/Logistics of radios & other materials.
* Manages/prepares requested materials/items (request for purchase) for project installation.
* Coordinates with engineers for their fieldwork needs and field reports.
* Monitors dispatch of engineers for fieldwork.
* Attends to trouble reports (Alarms) of clients over the phone.

**POSITION** :  **TECHNICAL CLERK**

**PERIOD** : 2001 - 2003

**COMPANY** : **LIBERTY BROADCASTING NETWORK INC.**

**ADDRESS** : Makati City, Philippines

**JOB DESCRIPTION:**

* Directly reports to EVP and Assistant to the President.
* Prepares and consolidates Alarm & Acknowledgement Reports on the overall backbone network of the company for the EVP.
* Managed the company’s cellular accounts.
* Prepares EXCEL reports for the EVP
* Delegated by the EVP to handle the Carrier Relations for a month.
* Act as a secretary to the Assistant to the President.

• Compose correspondences as per advice.

• Answers telephone calls and directs it to respective personnel.

• Receives deliveries or packages.

• Book trips to travel agencies.

**SKILLS:**

 Proficient in MS Word, Microsoft Excel, Power Point & basic Auto Cadd

**EDUCATION:**

 Rizal Technological University, April 2000

 **Bachelor of Science in Electronics & Communications Engineering**

 Board Passer April 2001

**PERSONAL DATA:**

 Date of Birth : November 18, 1978

 Civil Status : Married

 Language : Fluent in writing and speaking English

 Nationality : Filipino

 Visa Status : Company Visa

Dear sir/madam,

I hereby affirm that my statement and all information I have written are true and correct, and I have not knowingly withheld any facts or circumstances, which would affect my application unfavorably.