

**ANGELA**

Burjuman Dubai, United Arab Emirates

Email : angela.381299@2freemail.com

**Position Applied : Office Staff / Receptionist**

**Objectives**

To ensure customer satisfaction by achieving delivery of service quality norms through interaction with clients, prompt handling of guest requests, and complaint resolution.

**CORECompetencies**

* **Training &**High proficiency in the English language, both in written and spoken form
* Strong ability to work, stand and move up and down for long periods without being exhausted
* Friendly disposition to guests; strong enthusiasm for the job; highly motivated with great ability to work harmoniously in a team
* Ability to keep and maintain clean appearance and treat guests politely
* Ability to work under pressure without been stressed
* Strong knowledge of formal service standards and customer service
* Ability to handle cash, as well as to perform credit card billing functions.

**Professional Work Experience**

**Company : Imaginary Line Events Company**

Address : Albaraha Deira Dubai

Position : Event Coordinator **/ Sale Executive**

**D**ate : 01 April 2017– 07 April 2018

**Duties and Responsibilities:**

* Development, production and delivery of projects from proposal right up to delivery.
* Delivering events on time, within budget, that meet and hopefully exceed expectations.
* Setting, communicating and maintaining timelines and priorities on every project
* Communicating, maintaining and developing client relationships
* Managing supplier relationships
* Managing operational and [administrative functions](https://www.totaljobs.com/careers-advice/job-profile/admin-jobs) to ensure specific projects are delivered efficiently
* Providing leadership, motivation, direction and support to your team
* Travelling to onsite inspections and project managing events
* Being responsible for all project budgets from start to finish.
* Ensuring excellent [customer service](https://www.totaljobs.com/careers-advice/job-profile/customer-services-jobs/customer-service-industry-job-descriptions) and quality delivery

**Company : Tycoon Auto Workshop**

Address : Al Quoz Industrial Area

Position : **Admin. Manager**

Date : 22 March 2014-July 2016

**Duties and Responsibilities:**

* Managing all office documents including customers service & details
* Assist sales personnel in meeting customer needs and objectives.
* Answer and respond to customer inquiries.
* Prepare survey reports for sales personnel.
* Handling all the company bills and salaries of the staff.
* Serve as main contact person
* Perform as a Sales personnel or sales support background

**Company : CarinderianiTandangSora LLC**

Address : Karama Area

Position : **Sales Executive**

**Educational Background**

**College S.Y. 1990 - 1995**

 **Central Luzon State University**

 **Bachelor of Secondary Education**

 **Major: Biology**

 **Minor: Physical Education**

 Central Luzon State University- Philippines

**Personal Data**

Nationality : Filipino

Language Spoken : English / Tagalog

Passport Number : EC5325686

Visa Status : Cancelled

**REFERENCES :** Available upon request

I hereby certify that all data herewith are true and correct to the best of my knowledge.