***JAZE***

*AlRigga,Dubai*

*EmailAddress:* [*jaze.382284@2freemail.com*](mailto:jaze.382284@2freemail.com)

***Objective:****Toobtainapositionthatwi****l****enablemetousemyski****l****s,educationalbackground,workexperiences**andablitytoworkwe****l****withpeople.*

***Capablities:***

* *Exce****l****entOrganizationalandCustomerServiceski****l****s*
* *SalesandMarketingSki****l****s*
* *Exce****l****entinplanning,detail-orientedandanalyticalprofessional*
* *Resultdriven,teamplayerwithcommunicationandinterpersonalandintrapersonalski****l****s*
* *Patient,punctual,resourcefulandenthusiastictoacquiremoreski****l****sandknowledge*
* *ComputerLiterate(MicrosoftOfice)*

***WORKEXPERIENCES:***

***SALESEXECUTIVE(JAZTIN-Phlippines)***

***September2017-May2018***

*Conductingmarketresearchtoidentifyse****l****ingpossiblitiesandevaluatecustomersneed.Promotingproducts*

*throughsocialmedia.Maintainingrelationshipwithcustomersandmeetingthemupforproductpresentation*

*andclosingdeals.*

***ESLTEACHER(Private-Thailand)***

***(November2016-August2017)***

*Responsiblitiesincludeplanning,preparinganddeliveringlessonstoJapaneseandThaiclients.*

***CONSULTANT(G.A.M.LegalAliance-Thailand)***

***September2014-October2016***

*Responsiblitiesincluderesearch,customerservice,salesandmarketing.Contactinglocalandinternational*

*clientsviatelephone,email,livechatandfacetoface.Arangingmeetingswithprospectsinorderto*

*demonstratecompanyservices,negotiatingpricesandclosingdeals.Buildinglongtermrelationshipswithnew*

*andexistingcustomersandmeetingsalestargetsassetbythesalesdirector.Givingbestadviceandguidance*

*onhowtoobtainrequireddocumentationtocompletevisaapplicationprocess,providingthecomplete*

*informationandguidelinestotheapplicantsandcommunicatingwithauthoritiesandtheclient*

*consistently.Ensuringpaperworksarecompletedefectively.Assistinbookingflightandhotelreservationfor*

*theclientsandtranslationandlegalizationofdocuments.*

***RECEPTIONIST(NATURE-Macau)***

***May2013-February2014***

*Responsiblitiesincludecompletecustomerservice,dealingwitha****l****inquiries,administeringa****l****reservationsand*

*cance****l****ationsofguestandprovidinginformationtoguest.*

***ADMINISTRATIVESTAFF(GOVERNMENTUNIT-Phlippines)***

***September2010-April2013***

*Responsiblitiesincludeansweringphoneca****l****s,sendingemails,preparingreportsandfinancialdata,requesting*

*andpurchasingoficesupplies,makingtravelordersandhotelreservation,conductingeventsandtrainingsand*

*supervisingothersupportstafandcustomerrelations.Performsadministrativedutiesfortheorganization.*

***SALESREPRESENTATIVE(SOPHIEPARIS-International)***

***January2009-April2013***

*Responsiblitiesincludeproductintroductionanddemonstration,promotingproducts,establishingcustomers'*

*needs,developingandupdatingknowledgeofproductsandmeetingupwithcustomers.*

***RESEARCHASSISTANT(BENGUETSTATEUNIVERSITY-Phlippines)***

***April2010-May2010***

*Responsiblitiesincludepreparingandmanipulatingdatabasesandassistinginpreparationofpresentationsand*

*manuscript.*

***SERVICECREW(Phlippines)***

***January2006-April2008***

*Responsiblitiesincludeprovidingfoodandbeverageservices,presentingandrecommendingmenu,taking*

*orders,attendingcustomers’needsprofessiona****l****yandco****l****ectingbi****l****s.*

***EDUCATION:***

*BenguetStateUniversity,Phlippines*

*BachelorofScienceinAppliedStatistics-2010*

*T****RAININGSandSEMINARS:***

* *TrackingSystem*
* *RecordManagement*
* *DatabaseUsingStructureQueryLanguage*
* *EnglishLanguageProficiency*

***PERSONALDATA:***

*DateofBirth* *:June12,1988*

*Citizenship* *:Flipino*

*CivilStatus* *:Single*

*Sex* *:Female*

*CHARACTERREFERENCES:*

*(AvailableUponRequest)*