



## PROFILE

Experienced in delivering packages quickly and safely, ensuring customer satisfaction. Excellent navigational skills, familiar with various routes and traffic patterns. Reliable and punctual, committed to maintaining consistent delivery schedule. Enthusiastic and reliable, I excel in delivering exceptional customer service and effective time management. My communication skills ensure clear interactions with clients and team members, while my organizational abilities streamline tasks efficiently. Always punctual, I navigate routes with precision and maintain positive attitude under pressure.

## CONTACT

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+971504753686

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## SKILLS

- Parcel tracking systems knowledge
- Reliable and can work under pressure.
- A well-rounded person with good interpersonal skills.
- Proficient to understand and perform responsibilities.
- Flexible and able to adapt changes in working environment.
- Willingness and ability to undergo training to enhance skills and knowledge

# JOSEFINA

## ADMIN / HR / LOGISTICS & SALES COORDINATOR

**INSIDE UAE ON VISIT VISA**

## EDUCATION

### CAGAYAN STATE UNIVERSITY

A – LEVELS: Bachelor of Science in Secondary Education  
Degree: College Graduate

## WORK EXPERIENCE

### Jeweler & Diamond Trading LLC

#### CUSTOMER SERVICE and COURRIER Booking International and Local

Jan 2022 – Aug. 2024 – DUBAI- U.A.E

- Resolve customer complaints and issues in a timely and professional manner.
- Work directly with customers discussing shipping options and calculating costs to deliver mail and freight domestically and/or internationally.
- Use tracking software to follow the progress of shipped items and to both confirm their receipt and notify customers of completed deliveries
- Operated a range of vehicles safely, including vans and motorcycles, under various traffic conditions.

### EVEREST COMMERCIAL INTERMEDIARY LLC – LOGISTICS / INDENTERY

April 2018 – Nov. 2023 – DUBAI – U.A.E

- Resolved employee conflicts in most efficient manner and while following all company protocols.
- Refined and improved product transport and storage processes.
- Ensured alignment by reconciling shipment data between multiple systems.
- Handle large amount of paperwork's and data, communicate clearly with work colleagues using email etc.

### MTM&O GOLD REFINERY - HR ADMINISTRATION

Sep. 2015 – Jan. 2018 - DUBAI- U.A.E

- Acted as the first point of contact for all external communications and disseminated all pertinent information to appropriate persons.
- Providing a complete administration service to the HR function, supporting each are of the team with administration support, in line with business requirements.
- Updating personal employee records, by saving relevant documentation or updating attached systems, producing reports and summaries of activity, as requested by the managers.



**ANUP**  
**HR CONSULTANT**



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**ROWENA**  
**HR CONSULTANT**

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