



ROCEL MAE LOREZO

OBJECTIVE

To obtain a challenging career opportunity where I can create value by applying the knowledge gained from my previous professional experienced as well as my education and consistency exceeding client expectations and fostering strong business relationships.

PERSONAL SKILLS

- Strong interpersonal & organizational skills.
- Self-motivated, confident, energetic Task-oriented, disciplined and creative.
- Ability to work under pressure and meet tight deadlines.
- Computer proficiency in MS-Word, Excel, PowerPoint office.
- Willing to be trained.

CONTACT INFO

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RELEVANT EDUCATION

ABE International Business College

Business Administration Major in
Management (4 years)

Graduated- May 25, 2015

WORK EXPERIENCE

SALES REPRESENTATIVE - DUBAI, UAE

CARE 4 YOU COMMERCIAL BROKER LLC | OCTOBER 2019 - OCTOBER 2021

Job Description:

- Greeting and assisting clients.
- Designated to different AMER BRANCHES (Government Transaction)
- Suggesting plan of insurance that suit to clients' needs.
- Handling complaints professionally.
- Cashiering (manually).
- Assisting for payment (system generated) in Translation (to Arabic).
- Processing Insurances (Travel-inbound and outbound, Medical- basic plan and comprehensive, Car insurance-full and 3rd party, and Workmen Compensation).
- Making sure the clients satisfaction (by giving full and up to date details).
- Follow up renewals and referrals.
- Preparing Daily and Monthly Report.
- Deposit daily income.
- In charge in Facebook account posting/flyers.
- Knowledge in Visa status checking/Labor contracts and Emirates ID application Online.
- Closed deals and make payments.

OFFICE ADMINISTRATIVE - BACOLOD CITY, PHIL.

BAIC BACOLOD (QUEUE AUTO CENTER) | June 27, 2016 - Jan. 16, 2017

Job description:

- Front desk receptionist
- Cashiering (Manually)
- Daily report
- Daily collection and cash report
- Daily inventory
- Assisting & greeting clients
- Handling with complaints professionally
- Sending spare parts report for warranty
- Reporting directly to owner(daily)

ADMINISTRATIVE SECRETARY - TALISAY CITY, PHIL.

OUR LADY OF MOUNT CARMEL KINDER SCHOOL |
JULY 3, 2017 - JUNE 26, 2019

Job Description:

- Accounts Payable (government remittances)
- Payroll
- Cashiering (Manually)
- Front desk receptionist
- Processor (Business permits and Business papers - keep up to date)
- Keep stock of office supplies
- Organize files
- Answer phone call queries
- Maintains the smooth running of the office through a variety of administrative and clerical duties
- Assuring that rules and regulation of the school are properly followed.
- Reporting Directly to the owner