

MARY GRACE D. BADEO

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OCCUPATIONAL OBJECTIVE

I know that your great company is looking for a dedicated workforce to maintain its outstanding result in the field of operation. To not only ameliorate in the area of expertise but to build a long- term career with an ethical behavior; to ascent professional standards and do more exceptional tasks within the team.

EDUCATIONAL BACKGROUND

MASTER'S DEGREE : *Masters in Business Administration*
USJR - University of San Jose - Recoletos
MBA - 1 Year 2017 (9 units)

TERTIARY GRADUATE : Bachelor of Science in Business Administration
Major in Financial Management
Saint Joseph College Maasin City
Class 2013

PERSONAL INFORMATION

Age : 28 Years Old
Date of Birth : November 15, 1992
Gender : Female
Civil Status : Single
Height : 155 cm
Weight : 48 kgs
Nationality : Filipino
Passport No. : P7684832A
Visa Status : Cancelled Working Visa
Visit Visa valid until January 2021

SKILLS

- Email works , Excel and Smartsheet presentation and delivery reports.
- Can speak Excellent English
- Tele Sales and Service Expert
- Interpersonal Communication/Written and Verbal Communication
- Product Knowledge
- Computer Knowledge (Smartsheet/ Powerpoint / Excel)
- Point of Sale Systems (POS)
- Documentation Process

PROFESSIONAL EXPERIENCE

Admin Assistant and Document personnel

Company Name: GroupL FZE UAE

August 2019 – May 2020

Additional info:

- Answering calls, taking messages and handling correspondence, maintaining diaries and arranging appointments, typing, preparing and collating reports.
- Responsible for collecting accurate documents from applicants for visa application process.
- Manage and oversee documents for a particular position applied and ensure the proper documents are collected and signed.
- Document storage duties involve scanning, copying and organizing documents and are saved and safeguarded.
- Assist clients with filling out proper paperwork and with the filing process of the documents.

Tele Sales and Service Agent

Company name: Support Save Solutions Inc.

January 2015 - February 2017

Additional info:

- Do oral and written communication and interpersonal skills daily.
- Handle sales and service for any office supplies in particular.
- Went to a minimum of 50 calls per day with typing skills of 25wpm.
- Used advanced tools of Microsoft Windows Office in saving Data info for documentation.
- Learned, retained and applied large amount of products, procedures, and policies in the system.

Receptionist/Cashier

Company name: Kuting Reef Resort and Spa

September 2013 - May 2014

Additional info:

- Offered sales and service in terms of reservations of day and night accommodations like rooms, pool, dining areas and any special occasions like birthdays, weddings, reunions, seminars/functions etc.
- Processed all payment types including cash, checks, debit and credit cards.
- Maintained inventories and supplies.
- Handled incoming calls and emails.
- Ran daily reports on computer system by using advanced tools in saving data for documentation.

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Applicant