



Khalidiyah Street Abu Dhabi, UAE,
Abu Dhabi UAE
052-5429908/alonadeluna123@yahoo.com

Alona De Luna

Receptionist/ Secretary/ Cashier

Performance driven client administrative professional with 6 years' experience facilitating support services and managing fast paced operations. Strong organizational and communication skills with the ability to concurrently direct multiple transactions. Advanced understanding of customer needs with diligent attentions to detail resulting in superior customer service and high levels of client satisfaction.

PROFESSIONAL EXPERIENCE

Best Time Afzal Waqt Technical Services L.L.C

Secretary/ Receptionist

Dubai, UAE

02/2017 – 05/2017

- Prepares daily, monthly and quarterly sales report checks stock.
- Inventory and prepares monthly sales forecast.
- Prepares invoice/request for supplier/store needs.
- Maintains good teamwork and motivates the sales team
- Assists customer and give good customers service to them
- Assisted the Branch manager in overall administration of the office.
- Maintains the general filing system of the office
- Perform the general clerical needs of the office such as communications
- Outgoing and incoming calls prepares minutes of the meetings.

Professional Security Systems

Cashier

Dubai, UAE

12/2015 – 02/2017

- Greet Customers when entering
- Handle cash transaction with customers
- Issue tickets
- Resolve customer complaints, guide them and provide relevant information
- Keep reports of transactions
- Pleasantly deal with customers to ensure satisfaction

The Silver Corner Manpower Recruitment, Abu Dhabi
Secretary/ Receptionist

Abu Dhabi, UAE
08/2007-12/2013

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EDUCATION

South Eastern University	2000-2004
Mantagbac High School	1996-2000

COMPUTER SKILLS

Windows 2000; Microsoft Word; Excel; PowerPoint; Publisher; Outlook Express; Scanning technology; HTML;
Internet Proficient

PERSONAL DETAILS

Nationality	:	Filipino
Sex	:	Female
Languages	:	English, Filipino
Date of Birth	:	August 2, 1978
Religion	:	Muslim

REFERENCES

Can be furnished upon request