

## Contact

0502016466 (Home)  
reamendez204@gmail.com

[www.linkedin.com/in/rea-mendez-office-assistant](https://www.linkedin.com/in/rea-mendez-office-assistant) (LinkedIn)

## Top Skills

Office Administration  
Administrative Assistance  
Point of Sale (POS) Systems

# Rea Mendez

Administrative Assistant | Sale Associate | Receptionist  
Dubai

## Summary

In my career, I have worked in a wide range of assistance position. Making sure that all the clerical work was being done properly and in orderly fashion. I am the first point of contact for the firms, virtual or in person, filtering the important information, and the prioritize them for the management.

As an administrative assistant for corporates, I managed documents, sorted them accordingly and arranged meetings. As an administrative assistant, I also made orders for office accessories, and supplies. I have also managed sales and POS systems when the need arised.

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## Experience

Coleman Line Middle East Shipping L.L.C

Administrative Assistant

April 2021 - September 2021 (6 months)

Dubai, United Arab Emirates

- I maintained clerical tasks as office assistant such as filtering and sorting emails, important documents and managed inventory of office supplies and ordered new materials as needed.
- I was also the first contact for new visitors to your office and also managed the answering phone calls, while delivering messages, filtering them and sorting them based on the priority.
- I also ensured the office management ran smoothly as a office assistant by scheduling meetings and sending meeting invites to attendees.

## Borders

Administrative Assistant | Sales Associate

September 2019 - March 2021 (1 year 7 months)

Dubai, United Arab Emirates

As a sales associate and admin assistant, I performed following roles and duties:

- I welcome customers to the store and answering their queries.

- Maintained stock and keep them in presentable condition on assigned areas.
- Handle POS operations and managed cash registry.
- Obtain knowledge on products offered and discuss available options with customers.
- Cross sell products. Handled returns of merchandise.
- Team up with co-workers to ensure proper customer service.
- Build productive trust relationships with customers.
- Comply with inventory control procedures.

## HappyBaby

### Administrative Assistant | Sales Associate

October 2020 - February 2021 (5 months)

Dubai, United Arab Emirates

While also working as a admin assistant for the upper managment, I also maintained my presence in sales. Following were some of my duties:

- Sort and merchandising dresses and clothes by brand, size, and gender.
- Daily and weekly change of displays, highlighting the best and most looked up ones.
- Attaining knowledge on fashion, styles, and current trends.
- Maintain in-stock in presentable condition on assigned areas.
- Offer highly discounted items to customers, ensuring customer satisfaction.

## My Second Home Pet Resort

### Admin Assistant | Receptionist

September 2018 - July 2019 (11 months)

Dubai, United Arab Emirates

As admin assistant, I was to follow the perform following duties based on the roles:

- Answer telephone calls for inquiries, assistance, bookings, and complaints.
- Take bookings via phone calls, MMS, emails or verbally.
- Welcome and assist checking in and checking out clients and visitors.
- Give new clients a tour around the facility.
- Clerical duties such as encoding client's membership form, printing & photocopying.
- Receive documents and maintain filing system.
- Sales duties such as:
  - \* Billing and checking client's account and balances using company's own system.
  - \* Monitoring and updating stocks.
  - \* Occasionally checking for goods' validity/expiration dates.

- \* Online ordering or sending emails to chosen distributors with the list of products needed.
- \* Maintaining a neat, well-organized, and accessible shop for clients and visitors.
- \* Team cooperation for promoting sales by giving discount offers and conducting events.

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## Education

Universidad de Manila

Bachelor of Public Administration, Public Administration