



## MARIFE MACAM MARCIANO

Email: [marife.macam@gmail.com](mailto:marife.macam@gmail.com)

Mobile No.: 050 855 4108

---

### **WORK EXPERIENCE:**

**October 2017 – March 2020**

**Admin Assistant cum Secretary**  
CapitalStone Holding Limited  
Dubai International Financial Center  
Dubai, UAE

### **JOB PROFILE:**

- *Handling telephone calls, assisting clients regarding inquiries.*
- *Screening phone interview to a new applicant, responsible for the Job hiring process.*
- *Preparing an offer letter and contract to a new employee and discuss the responsibilities and company Policy.*
- *Responsible for preparing and submitting an employment visa application on the portal.*
- *Organizing office operations, monitoring calendars, emails, meetings, conferences, reports and all employees' travels.*
- *Checking emails, sending email or SMS reminders to the CEO for his daily appointment*
- *Preparing and filing important documents for the CEO's travel and remind him about his appointment outside the country.*
- *Draft a letter to the clients if it is requested by the CEO*
- *Document Controller, arranging outgoing and incoming documents through FedEx/DHL/Post Office couriers*
- *Preparing Contract, LPO, Invoice, expenses, petty cash and other related business expenses.*
- *Responsible for all company supplies and other business services.*
- *Provide general support to visitors*

**June 10, 2013 – May 15, 2017**

**Sales Coordinator cum Receptionist**  
Aquarius Printing Press LLC.  
Al Khabeesi St., Deira, Dubai, UAE

**JOB PROFILE:**

- *Responsible for initiating product sales within the company and for hitting set targets and goals.*
- *Checking emails, faxes and sending quotations to clients.*
- *Assisting clients in finding the products and services that are right for them.*
- *Building ongoing customer relationships.*
- *Preparing Job orders to start the items to be print and making a delivery order for deliveries.*
- *Filing completed orders and completing administrative reports.*
- *Following up on all prospects.*
- *Communicating with customers in a friendly, prompt and professional manner.*
- *Quickly responding to any customer requests for information.*
- *Giving good service to the clients.*

**Aug. 15, 2009 - May 05, 2013**

**Receptionist cum Secretary**  
Modern Bakery LLC.  
Zomoradah Bldg. 24B 2<sup>nd</sup> Flr.  
Karama, Dubai, UAE

**JOB PROFILE:**

- *Answer all incoming/outgoing calls and handle caller's inquiries whenever possible.*
- *Re-direct calls as appropriate and take adequate messages when required.*
- *Maintaining the general filing system and file all correspondence.*
- *Preparing and managing correspondence, reports, and documents.*
- *Organize and coordinate meetings, conferences, travel arrangements.*
- *Arrange and confirm appointments.*

**October 2002 – July 2009**

**Sales Secretary**  
Peer Marketing  
M.H. del Pillar, Dagupan City, Philippines

**JOB PROFILE**

- *Responsible for dealing with suppliers and customers with full assistance and good service.*
- *Responsible for taking and placing orders from the customers.*
- *Answer all incoming and outgoing phone calls, checking emails, faxes, fillings, etc.*
- *Preparing price quotations, typing correspondence, etc.*
- *Update my superior of all business transactions during his absence.*
- *Perform other duties that may be assigned by my superiors.*

## **EDUCATIONAL BACKGROUND:**

### **COLLEGE LEVEL**

**1998 – 2002**                      **Bachelor of Science in Commerce**  
Major in Management  
University of Pangasinan  
Arellano St., Dagupan City, Pangasinan, Philippines

## **PERSONAL INFORMATION:**

Age                                      : 36  
Marital Status                      : Married  
Religion                                : Catholic  
Nationality                            : Filipino  
Language Spoken                  : English and Filipino

### **PERSONAL ATTRIBUTES / INTEREST**

- Friendly, cooperative, very persistent, hardworking, honest and loves communicating with people.
- I can work under pressure and self-motivated.

**Reference:**     Available upon request.