

Ms. Beverlie V. Ogario

Hamdan Street, Abu Dhabi

United Arab Emirates

☎ 00 971 55 692 2627

beverlie_20@yahoo.com



PROFESSIONAL PROFILE:

I am dedicated and professional across all areas of customer service. I can demonstrate a strong ability to see and understand uniqueness individuality and to assess personal strength and limitation.

CAREER OBJECTIVE:

To be a part of dynamic organization and to be able to gained knowledge and experience in areas related to my course and work experience, likewise contributing to organization's success.

PROFESSIONAL WORKING EXPERIENCE:

June 30, 2019 – Present
Boss General Trading
Administration Manager
Musaffah Industrial Area (M-45), Abu Dhabi, UAE

December 2, 2017 – June 30, 2019
Boss General Trading
Administration Officer
Musaffah Industrial Area (M-45), Abu Dhabi, UAE

Job Description:

September 13, 2014 – November 30, 2017
Al Masaoood Prestige General Trading
Administration Officer
Mussafah Industrial Area (M-38), Abu Dhabi, UAE

Job Description:

Responsible for the day-to-day general administration of the organization, assisting Sales Manager and supporting the staff team.
Provide general administrative support to the Sales Manager and staff team.
Provide support for the arts programme/projects including assisting with administration of project work where appropriate and when agreed.
Collation and distribution of minutes, reports and other documents.
Dealing with incoming and outgoing mail and general emails.
Ordering of equipment, materials and office supplies.
Minute taking for team meetings and other meetings as required.
Undertake and assist in the recording and processing of invoices, receipts and payments as required and instructed.
Prepare contracts for suppliers as advised.
Assist in matters relating to marketing and publicity for the Company.
Arrange meetings relating to the core operation of the Company.
Arrange hospitality, purchase supplies to ensure the smooth running of the organization on a day to day and as required basis.
Maintain the central filing system, general database and archive.
Provide administrative support for matters relating to the premises and operations including security, alarms, opening, insurance and transport

March 30,2012 – August 31, 2014

**Sales Staff / Accounts
Emirates Honey
Abu Dhabi, Ras Al Khaimah, Dubai, Al Ain - UAE**

Job Description:

**Perform administrative duties such providing telephone support and filing.
Responsible for billing activities, such as accounts payable and accounts receivable.
Prepare and verify daily reports.
Compile monthly reports.
Investigate and collect returned items.
Matching and verifying cash expenses.
Develop and maintain financial record keeping and reporting systems.
Preparing customer's orders for home deliveries and scheduling.**

March 26,2011 – February 6,2012

**Publications Representative
Petrolab Engineering
Abu Dhabi, UAE**

Job Description:

**Working as part of the sales team to develop both new and existing markets.
Involved in developing sales & pricing strategies.
Liaising with customers & the dealer network to answer and resolve their queries.
Identifying and then researching potential leads and opportunities.
Constantly developing existing sales processes which will generate sustainable growth.
Responsible for developing own portfolio of customers.
Collecting all the information required to create a request for an estimate.
Writing accurate & informative sales reports and documentation.
Contacting prospective clients by phone and email.
Identifying the customer's needs.
Dealing with a diverse range of clients in the private and the public sector.
Evaluating competitor activity and developing appropriate responses.
Attending sales appointments at clients premises.
Attending trade shows and exhibitions when required.
Cold calling potential clients via telephone or personal visit.
Making appointments to meet new and existing clients.**

September 26, 2006 – October 20,2010

**Officer In Charge (Store OIC)
Celine Marketing Corp. Philosophy and Salabianca Boutique
SM CITY Cebu – North wing
North Reclamation Area, Cebu Philippines**

Job Description:

**Supervising the boutique and the store personnel.
Maintaining store display and the cleanliness.
Making reports and doing the inventory.
Doing the cashiering and the selling works.
Assisting customers and giving them complete customer service satisfaction.
Replenishing items already sold.
Ordering stocks from other branches that are saleable to the branch.
Preparing pull- outs.
Responsible in making Daily Time Record of the branch employees
Authorize signatory for the branch permits
(working permits likewise store renovation, electrical works etc)**

September 10, 2005 – July 15, 2006

**Sales Clerk (Mobile, Fila Shoes, Apparel and Accessories)
Tiong San Harrison Department Store
Baguio City – Philippines**

Job Description:

**Doing inventory and making inventory report.
Receiving deliveries and displaying stocks.
Assisting customers in selling area.
Maintaining cleanliness of the area, and the products.
Responsible in giving customer service and satisfaction.**

November 30, 2004 – May 20, 2005

**Production Clerk
Shoppes Manila Inc. (Kamiseta)
#1 Rolling Lane Filinvest, Batasan
Quezon City – Philippines**

Job Description:

**Preparing store deliveries.
Checking the items Quality before sending it to the respected branches.
Assigned in putting the labels, barcodes, and the price of the product.**

May 1, 2004 – October 10, 2004

**Sales Clerk
Ladies Wear Department
Ever Commonwealth Center Inc.
Commonwealth Quezon City- Philippines**

Job Description:

**Doing inventory.
Sales assistant.
Responsible for replenishing items that was already sold.
Giving customer service and satisfaction for their needs.**

October 11, 2003 – March 21, 2004

**Sales Clerk
Ladies Shoes
SM Mart Inc. (SM North EDSA)
Quezon ,City – Philippines**

Job Description:

**Sales Assistant
Assisting customer's needs.
Maintaining cleanliness of the area being assigned.
Ordering stocks that must be displayed.**

On-the- Job Training:

**RCBC Mandaue (Rizal Commercial Banking Corporation)
Accounting Department
A.C. Cortes Ave. Mandaue City, Cebu, Philippines
October 2012 – March 2013**

EDUCATIONAL BACKGROUND:

College : Associate in Computer Secretarial
Saint Paul College Foundation Inc.
Highway Maguikay, Mandaue City Cebu, Philippines
2003

High School: Ronda National High School
Ronda, Cebu-Philippines
2001

Elementary: Ronda Central Elementary School
Ronda, Cebu-Philippines
1997

PERSONAL INFORMATION:

Birthdate : December 27, 1984
Height : 5'2"
Weight : 120 lbs.
Sex : Female
Civil Status : Single
Citizenship : Filipino
Religion : Roman Catholic
Passport # : P11833396B
Visa Status : Employment

Related Knowledge/Skills: *Computer knowledge in MS Word, Excel, Microsoft Office*

REFERENCE:

Mr. Mahram Abdullah Al Haj
Sales Manager
☎+971 55 196 0890 / mahram@boss-gt.com

I hereby certify that the above information are true and correct to the best of my knowledge and belief.

Ms. Beverlie V. Ogario
Applicant