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|     CONTACT ME **+971-568669038**  **ziellecusay@gmail.com** **United Arab Emirates** PERSONAL ATTRIBUTES * Planning & organizing
* Time management
* Interpersonal relationship
* Positive attitude
* Creative
* Adept in technology
* Accuracy
* Confident
* Resourcefulness.

LANGUAGES KNOWN **ENGLISH**   **TAGALOG**  **HILIGAYNON**  **ARABIC  .** ADDITIONAL INFOD.O.B:**14th August 1987** Nationality: **PHILIPPINES** Visa Type: **VISIT VISA** |  ***Reziel Oro Cusay*** *Receptionist/Secretary/Customer Service*Energetic professional with over 5 years' working experience in UAE. Diplomatic, personable, and adept at managing sensitive situations. Highly organized, self-motivated, and proficient with computers. Proven capability to multitask within fiercely competitive and fast-paced environments.ACHIEVEMENTS* Achieved an appreciation letter by publishing accurate minutes of the meeting.
* Provided backup support to other departments, which was highly admired by the General Manager.
* Accelerated the appointment system by incorporating an interactive calendar, resulting in hassle-free appointment logging.
* Collaborated with other departments of the company in order to centralize the database for easy retrieval of information.

 SKILLS AND KNOWLEDGE

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| * Knowledge of inventory software’s
* Stocks Management and Suppliers
* Maintaining database & filing systems.
* Proficient in **MS Office tools.**
* UAE work experience-4year.

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* Managing Social Media Accounts
* Dealing with POS
* Drafting letters and presentations.
* Excellent communication skills.

UAE driving license.  PROFESSIONAL EXPERIENCE  **BUSINESS DEVELOPMENT EXECUTIVE**  *SHEMEENA TRADING LLC, FUJAIRAH, UAE* *MAY 2018 – MAY 2020** Oversee the sales process to attract new clients and suppliers.
* Research and identify new markets trends and opportunities.
* Updating Social Media Accounts for latest products and offers.
* Monitoring the fast and moving products.
* Preparing and deliver pitches to potential suppliers.
* Maintain fruitful relationship with suppliers and address their needs effectively.
* Support and facilitate the completion of inventory reports.
* Handling overall co-ordination of staff in each department.
* Email and follow-up supplier’s inquiries.
* Co-ordination and implementation of office notice/memos and frequently take responsibility for specific orders and tasks.
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 **SALES EXECUTIVE**

 *AMEERATH AL THOUQ LLC SHARJAH, UAE*

 *August 2015-August 2016*

* Conduct market research to identify selling possibilities and evaluate customer needs.
* Actively seek out new sales opportunities through cold calling, networking and social media.
* Prepare and deliver appropriate presentations on products and services.
* Ensure the availability of stock for sales and demonstrations.
* Negotiate/close deals and handle complaints or objections.

 **RECEPTIONIST / SECRETARY**

*SHEMEENA TRADING L.L.C FUJAIRAH, UAE*

 *May 2013-May 2015*

* Answer telephone calls and take messages or forward calls.
* Greet visitors/ customers and determine whether they should be given access to specific individuals.
* Schedule and confirm appointments and maintain calendars.
* Inform other employees of visitors’ arrivals or cancellations.
* Perform general office duties such as ordering supplies, maintaining records.
* Open, sort, and distribute incoming correspondence, including faxes and email.
* Compile, transcribe, and distribute minutes of meetings.
* Attend customer complaints and concerns.



ACADEMIC QUALIFICATION

* ***Bachelor of Information Management***

 *ABE International Business College*

 *2006-2008*



ADDITIONAL ACTIVITIES

* Seminar workshop on Entrepreneurship.
* Seminar on Management and Development.