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

**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.