



MIKA SUMAWAY

SALES EXECUTIVE

Contact

🏠 Dubai, UAE
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in mikasumaway

Skills

- ✓ **Advanced Communication - Written & Verbal**
- ✓ **Advance Microsoft Office**
- ✓ **Advance PIVOT (Microsoft Excel)**
- ✓ **Information Management**
- ✓ **Conflict Resolution**
- ✓ **Business Writing**
- ✓ **Basic Accounting**
- ✓ **Time Management**
- ✓ **Follow-ups and Follow-through**
- ✓ **Team Work**
- ✓ **OPERA (CRM) - PMS & SALES/CATERING**
- ✓ **Timekeeping System**
- ✓ **Office Administration**
- ✓ **Sales & Marketing**
- ✓ **Events Management**
- ✓ **RFP**
- ✓ **Valid driving license in the UAE**

Profile Summary

A pro-active, ambitious, self-starter who has a positive attitude and the ability to multi-task in a deadline driven hospitality environment. Mika has a track record of executing sales, events, revenue and marketing strategies to maximize the profitability of a hotel, whilst at the same time, maintaining high customer satisfaction levels. She is self-confident, flexible and has a strong work ethics.

Additionally, Mika is a detail-oriented and success-driven individual with ten-years of high-level administrative support experience in the real estate and hospitality industry. She has meticulous to data collation and presentation. She set-ups and maintain records, incorporating critical information and running high quality reports and analyses in the requisite style and format. With an amiable personality, Mika is able to elicit client needs and act accordingly by communicating with the response teams in order to secure ease of communication and utmost guest satisfaction.

Experience

- **2020 - Present** **Towers Rotana Hotel**
Sales Executive, Dubai, UAE
- **2018 - 2020** **Rotana Hotel Management Corporation**
TAROT Participant - Sales, Abu Dhabi, UAE
The Accelerated Refinement of Talent, a fast-track development programme of Rotana
Focus areas: Sales, Events, Marketing, Revenue, Finance, Front Office and Executive Office.
- **2016 - 2018** **ART Rotana Hotel & Resort - Amwaj Islands**
Executive Secretary, Bahrain
- **2014 - 2016** **ART Rotana Hotel & Resort - Amwaj Islands**
Food and Beverage Secretary, Bahrain
- **2011 - 2014** **Zhongfa Development Inc.**
Sales Coordinator, Pasay City, Philippines
Project Name: Oceanaire Luxurious Residences
- **2011 - 2011** **Jollibee Food Corporation**
Service Crew, Bulacan, Philippines

Education

- **2009 - 2014** **Bachelor of Science in Business Administration Major in Financial Management**
Baliuag University, Bulacan, Philippines