





# GLORELYN COROS

## CONTACT

  +971 52 951 1415

tweetylynncoros@gmail.com

## EDUCATION

SACRED HEART COLLEGE  
LUCENA CITY, PHILIPPINES  
The Degree of Bachelor of Arts  
Major of Communication  
Graduated, March 2002

## PROFILE

I am a positive and hardworking individual who always strives to achieve an excellent result at any given task. Extremely motivated to constantly develop my skills and grow professionally.

## WORK EXPERIENCE

### Interiors R Us - Dubai, UAE

February 2019 - June 2020

Executive Assistant cum Operations Assistant

- Provide Assistance to the CEO and his family. Such as organizing a birthday party, anniversary and school activities.
- Arrange and schedule the meeting. Provide information for his daily activities.
- Relay the message of the CEO to the appropriate concerned department.
- In charge of the preparation and processing of Visa for the CEO's business trip and family vacation.
- Coordinate travel arrangements; flight booking, prepares itineraries, hotel booking, and chauffeur services.
- Checking email and respond accordingly.
- Take Minutes of Meeting and submit to all department heads.
- Keeping soft and hard copy of the company's documents.
- Prepare confidential and sensitive documents.
- Relay directives, instructions, and assignments to executives.
- Coordinate office management activities.
- In-charge of Marketing, making an update on the company profile (brochure) and website.
- Preparing a marketing plan for Instagram and LinkedIn account.
- Multi-tasking by providing assistance to the Accounts Department.
- Make proper filing of the invoices and vouchers.
- Provide assistance to the Procurement Department, by researching for a new supplier or materials needed on the site.
- Serve as HR Assistant whenever the company is hiring new employees.
- Check and keep records of the daily attendance sheet.
- In-charge of monitoring Visa, Passport and Licenses expiry. Prepares the necessary documents needed for renewal.
- Make necessary MS Office document works.
- In-charge of the new business, making proper coordination to the suppliers, prepares the Purchase Order and handles the shipping of the items.
- Handle customer inquiry.

## **Javimed Pharmaceuticals - Philippines**

February 2006 to April 2017

Administrative Officer

- Report directly to the General Manager / Company Owner
- Participate and represent the Company in Government bidding.
- Organized numerous documents necessary for the bidding.
- Responsible for the purchasing and delivery of the products for the completion of the project. Make proper coordination to all department heads for the processing of the collection of payment.
- Verifying all the invoices. Making sure that all products have been delivered then prepare cheque payment for supplier.
- Prepare the monthly status report on every on-going projects
- Responsible for making more sales and future deals.
- Handle all calls, arrange the schedule of the General Manager and set meetings/appointments to all important persons.
- Performing office and admin duties.
- Supervising other support staff. Conduct meetings and brainstorming regarding their performance.
- Perform other duties assigned by the General Manager.

## **ePacific Global Contact Center - Philippines**

September 2003 to September 2005

Team Leader

- I started as an Outbound Call Center Agent, outsourcing and making my own lead. Make cold calls, build a good rapport and engage the potential buyer in the conversation. Then deliver the script to persuade in buying a phone card. Always asking for referrals to make more sales. Make follow up calls and provide high-quality service that makes customers feel valued.
- As a Team Leader, provides direction, instructions, and guidance to the team member on how to meet their quota.
- Develop marketing strategies, monitor and assist team members to achieve sales and customer service satisfaction in every call.
- Conduct one on one training/evaluation of each team member, regarding their performance.

## **SKILLS**

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- Has a strong command in English Language both in written and oral.
- Efficient in correspondence, communication with the Client and co-workers.
- Ability to make sales.
- The ability to work under pressure and multi-task.
- The ability to follow instructions and deliver quality results.
- Knowledgeable in Microsoft Office.

I hereby declare that whatever is stated in this document is true to the best of my knowledge and belief.

**GLORELYN COROS**