

JENNIFER Z. BUSEL

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Career Objection:

Earn a respectable position in a company that can give significant experience for my career, and be able to explore my potentials and skills and attain a high level of performance in working.

Core Qualifications:

- Proficient in Microsoft Office including Excel and PowerPoint.
- Computer literate and internet savvy.
- Working knowledge in accounting.
- Advanced skills in Photoshop.
- Solid organizational skills with the ability to multitask, work under pressure, coordinate multiple projects simultaneously, and meet deadlines under stringent time constraints, efficient and attentive to details.
- Ability to handle strict levels of confidentiality in handling sensitive information.
- Ability to balance workloads efficiently, analytical, and able to work in a constantly changing work environment.
- Able to learn programs and process quickly.
- Passionate about quality and customer satisfaction.
- Persistent and aggressive individual who readily accept challenges to meet or exceed project objectives.
- Dedicated, self-motivated achiever who is committed to success and adept at juggling multiple task in a high-pressured environment.
- Excellent written and verbal communication skills required to build rapport and collaborative relationship with colleagues and customers.
- Excellent organizational and project management skills demonstrating the ability to prioritize a varied workload with a combination of short term tasks and longer assignments.
- Strong sense of initiative, able to identify opportunities and problem-solve where necessary.

Employment Background:

**Emirates Gate Building Materials
& Safety Equipments Trading LLC**

Industry: Trading

May 2017 - Present
Dubai - UAE

Administrative Assistant

- Assist in maintaining strong working relationship with the company's book trade partners (customer and distributors) providing a service that is highly valued.
- Prepares quotations, LPO's, invoices and receipts for company's projects.
- Receives and process orders from local and international customers.
- Update internal & external systems to ensure orders are processed in a correct and timely manner.
- Responds to general enquires.
- Co-ordinate process ensuring professional flow of product information to sales agents, distributors and customers worldwide.
- Assist Trade Product Manager in producing trade sales materials, advance information sheets, catalogues and presentation brochures where necessary.
- Performs administrative and office support activities for executive management.

Executive Secretary/Receptionist

- Management calendars; making travel, meeting and event arrangements; preparing reports and financial data.
- Manages the company's lobby area. Greets and directs all visitors including vendors, clients, job candidates and customers.
- Fielding telephone calls, receiving and directing visitors, creating spreadsheets and presentations, and filing.
- Sorts and distributes incoming and outgoing mail.
- Interacts with courier companies.
- Operates office equipments and complete general office work.
- Responsible for the logistical processing of customer orders including coordination with vendors, sales staff, customer service representatives, billing representatives, warehouses and shippers. Arranges shipments.
- Resolves escalated or difficult issues regarding client complaints and other matters.
- Resolving customer complaints, managing database records, drafting status reports on customer service issues.
- Conducts research and gathers documentation in order to compile comprehensive reports.
- Uses Microsoft PowerPoint and other software to create internal and external presentations for organizations. Editing material and provide basic instruction to presenters.

- Prepares payment of claim report data.
- Performs other duties as assigned.

Assist with financial management

- Used computer software to prepare invoices and financial statements.
- Code and file financial material according to established records management procedures.
- Administered petty cash according to established procedures.
- Assisted with financial reports as required.

Commission on Higher Education
Philippine Government

April 2015 – April 2017
Quezon City - Philippines

Accounting/Finance Unit/Human Resources Unit

- Assisted in the processing of disbursement voucher.
- Assisted in encoding necessary data of financial transaction.
- Assisted in maintaining digital and hard copy human resources files.
- Assisted in the preparation of various Financial Reports (i.e. Bank Reconciliation, Financial Accountability Report of Collection and Deposit)
- Dealing with inquiry and resolving any problems of student who have stale cheque over the phone or in person.

Educational Background:

TERTIARY EDUCATION

St. Clare College of Caloocan (2011-2015)

Bachelor of Science in Business Administration major in Management

SECONDARY EDUCATION

Novaliches High School (2006-2010)

Personal Information:

Age: 25

Nationality: Filipino

Gender: Female

Civil Status: Single

Seminars and Trainings:

Business Opportunity Presentation
February 2015
Caloocan City, Manila, Philippines

Entrepreneurial Innovation Trends in Shopping: Product Branding for great profit.
Small Business Today
August 2013
Caloocan City, Manila, Philippines

References:

Available upon request.

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