

KRISTINE FAYE S. RASONABLE

Al Fathma Al Mulla Building Deira , Dubai

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**PERSONAL BACKGROUND**

Full name: Kristine Faye S. Rasonable
Birthday: October 24, 1991
Birthplace: Muntinlupa, Philippines
Citizenship: Filipino
Gender: Female
Height: 5'7
Languages: Tagalog, English

PERSONAL CAREER MISSION

Join a highly reputable company that will give me extensive training to enhance my skills.

TRAINING

-  **Emergency First Aid at Work**
OHSEC Dubai UAE
-  **Basic Life Support**
Red Cross Philippines

EDUCATIONAL ATTAINMENT:**College Education:**

Degree: Bachelor of Science in Nursing (Red Ribbon)
School: Las Pinas College
Year Graduated: 2012

Secondary Education:

School: Philippine School Doha
Address: Doha, Qatar
Year Graduated: 2008

SKILLS:

- Familiar in Microsoft Application (MS Word, MS Excel, MS PowerPoint)
- Familiar with POS, Tally and Wizard system
- Familiar in Adobe Reader

WORK EXPERIENCE

Secretary / Document Controller

Transemirates Contracting LLC

8th Floor Garhoud View Building Dubai, UAE

November 04, 2018 – Present

Job Description:

- Preparing Contracts and Agreements
- Coordinating with the Subcontractors and Consultant thru email, written letters and verbal.
- Filing and documentation of letters, response, Memo's from the contractors, Subcontractors and Consultant
- Preparing Internal Memo, Subcontractor Monthly Payment, Management Approval, Interim Payment and etc.

Sales Representative / Secretary

Robotics Trading of Security Systems Equipment LLC

1504 Smart Heights Bldg. Tecom Dubai, UAE

February 2016 – October 2018

Job Description:

- Introducing Company profile and background
- Sending Quotations, answering queries, offering advice and introducing new products
- Organizing Sales visits to the Prospective Company to Discuss Business Proposal.
- Giving Suitable payment terms.
- Record sales and order information and report
- Review my own performance and aim to exceed my targets.
- Arranging Deliveries, Invoice submission, Payment updates, Submittals and Cheque Collection
- Documenting all the transactions
- Preparing Contract for the Clients\
- Organizing Schedule for the Managing directors.
- Processing the renewal/cancellation of the company employee.
- Processing Trade license, Establishment Card, Insurance, WPS, DPS Renewal and other government related documents.

Receptionist cum Secretary (Executive Assistant) under Dependent Pass

Ossia International Limited

July 01, 2015 – November 09, 2015

Job Description:

- Handles telephone operation/inquiries
- Monitors incoming calls
- Attend to walk-in clients
- Custodian of outgoing faxes and correspondence
- Prepares company memos, advertisement reports and other business letters
- Prepares monthly and weekly attendance reports
- Prepares Purchase Order (LPO)
- Follow up orders with the suppliers in terms of delivery
- Communicates with suppliers for price quotations

- Relays telephone messages to the person concern
- Responsible for the staff daily attendance
- Responsible for the entry of customer data into the system
- Responsible for the distribution of incoming faxes and correspondence
- Responsible in ordering stationery supplies
- Responsible in sending company flyers/magazines to clients through email
- Responsible in hotel bookings/air ticket inquiries

Outlet Manager

Red Antz Entertainment PTE. LTD., Singapore

June 27, 2013 – June 27, 2015

Job Description:

- Staff scheduling in order to keep the department properly manned at all times.
- Recognize VIP's and regular guests when walking into the outlet
- Supervise the overall service operations
- Responsible for the department smooth operation on a daily basis
- Responsible for all transaction and all accounting procedures
- To make sure that hygiene standards are strictly followed
- Responsible for stock inventory and ordering from suppliers

Customer Service Representative

Convergys Philippines (OPTUS Telco Company in Australia) April 2,

2012 – June 17, 2013

Job Description:

- Answers inquiries by clarifying desired information; researching, and providing information.
- Resolves problems by clarifying issues; researching and exploring answers and alternative solutions; implementing solutions; escalating unresolved problems.
- Fulfills requests by clarifying desired information; completing transactions; forwarding requests.
- Sells additional services by recognizing opportunities to up-sell accounts; Explaining new Phone and Home Broadband Plan.

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