

LANIE N. TAYAG

Contact Details

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CAREER OBJECTIVE

To handle a position in any organizations where I can utilize my extensive knowledge in marketing management and clerical works. Develop good relationship with the customers, provide excellent customer service, and show advocacy in attaining the company's vision and mission

EDUCATIONAL BACKGROUND

Bachelor of Science in Business Administration Major in Marketing Management

St. Nicolas College of Business and Technology San Fernando City, Pampanga, Philippines June 2010 – April 2014

WORKING EXPERIENCES

Receptionist cum Office Assistant

Bouquet Couture Exhibition L.L.C. (Ladies Textile) Al Karama, Dubai, U.A.E. January 2017 – March 2019

Duties and Responsibilities

- Greet and welcome the customers in a good manner
- Answering telephone calls and customers inquiries about the company and its products and then transfer the call to the appropriate staff member
- Monitor incoming emails and answer or forward it as needed
- Perform clerical duties, maintain files, and organize documents, photocopy, and fax
- Prepare daily sales reports and send it by email to the Managing Director
- Organize travel arrangements of the staffs for their vacation leave
- Update and maintain office files and records of the company and customer
- Supervise mail deliveries, packages, and couriers
- Maintain and monitor office supplies and order if necessary



Personal Information

Date of Birth:

February 11, 1993

Place of Birth:

Pampanga, Philippines

4 Age:

26 years-old

Height:

5'4 ft.

Religion:

Roman Catholic

A Nationality:

Filipino

4 Civil Status:

Single

Languages Spoken:

English and Tagalog

Visa Status:

Employment Visa expiration – March 22, 2019



Administrative Secretary

Al Baka Exhibition L.L.C. (Ladies Textile) Liwa St. Abu Dhabi, U.A.E January 2015 – January 2017

Duties and Responsibilities

- Professionally using a variety of software packages, such as Microsoft Word, Outlook, Power point, and Excel, to produce correspondence, documents and to maintain presentations, records, spreadsheets and databases
- Provide general administrative and clerical support including mailing, filing, scanning, faxing and copying the files for the management
- Communicating to all foreign suppliers and clients by email. Replying to their questions, requests, inquiries and other business related issues
- Register issued checks and make payment vouchers for petty cash
- Deposit cash and checks in the bank
- Answer telephones and give information to callers, take messages, or transfer calls to appropriate individuals
- Schedule and coordinate meetings, appointments and travel arrangements for Managing Director

SKILLS

- ➤ Computer Literate (Microsoft Word, Excel, Power Point, and Outlook)
- ➤ Good in Written and Verbal Communication (English and Tagalog)
- ➤ Knowledgeable in Clerical/Office works
- > Time Management skills
- > Excellent customer service skills
- > Can work under pressure and independently
- > Give attention to details / Fast learner
- > Ability to multitask and prioritize daily workload
- > Manage relationship with customers