

Maria Morales

Receptionist cum Typist

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- A hard worker who is very eager to learn.
- Have a good moral and ethical standard.
- Can work well under pressure with attention to detail.
- Good oral and interpersonal communication skills.
- With perseverance and determination to accomplish each tasks.
- With confidence and dedication to job.
- Target oriented person.

Work Experience

Receptionist cum Typist

Abdul Sattar Typing Center - Abu Dhabi

April 2018 to January 2019

Duties and Responsibilities:

Admin Jobs

Emailing and Cashiering.

Handling daily sales.

Answer all incoming calls and handle caller's inquiries whenever possible.

Greetings and checking in clients especially PRO of different companies.

Schedule and managing appointments.

Filing documents.

Typing English documents.

Photocopying and scanning documents.

Assisting all clients with visa / labour inquiry documents needed.

Receptionist cum Customer Service

Grand Estilo Ladies Saloon - Abu Dhabi

July 2013 to March 2018

Duties and Responsibilities:

Admin Jobs

Emailing and Cashiering.

Handling staffs, daily sales.

Answer all incoming calls and handle caller's inquiries whenever possible.

Greetings and checking in clients.

Schedule and managing appointments.

General day to day management (including cleaning, laundry etc.)

Maintain the general filing system and file all correspondence.

Arrange and follow- up orders of beauty products from the supplier.

Maintain an adequate inventory of saloon beauty products supplies.

Senior Sales Assistant
Jawad Business Group Company
Adams Kids (Marina Mall)

Admin Task's

Marina Mall - Abu Dhabi
August 2010 to May 2013

Abu Dhabi, United Arab Emirates
August 2010 - May 2013
MDP Graduate (Management Development Program)

Duties and Responsibilities:

Knowledge in Retail Pro System
Knowledge in spread sheets, Excel, MS Word
Admin Task's.(high security reports, RCB, updating performance diary, sale money, updating SMR)
Provide excellent customer service.
Ensure everything is ok whenever the SIC is not around.
Delegate task to the team when the SIC is not around.
Answering phone calls and emails from the higher management.
Provide product knowledge to our customers depends on their needs.
Keeping the store and the merchandize in proper display, clean and in adequate stocks.
Monitor all price events and inventory the merchandize.
Handle and resolve customer complaint.
Coordinate company staff to accomplish the work required to close sales.
Doing visual merchandising, window and table display, mannequins, fixture's and fittings.
Trainings Given: • Customer Service, • Suggestive Selling • Loss and Prevention • Stock Loss and Action Plan • Conversion • Commercial Awareness, • Outfit Selling • Advance Selling Skills, • SMR (Stock Monthly Reconciliation) • MDP (Management Development Program)

Medical Receptionist

Lying-in Medical Center
January 2008 to February 2009

Duties and Responsibilities:

Dealing with patients, attending to their needs.
Attends to incoming clients and maintains a professional reception area.
Handling telephone calls for any inquiries.
Coordinate check in and check- out procedures.
Assists office staff in maintaining files and data bases.
Prepare reports, presentations, memorandums, proposals and correspondence.
Monitor office operations.
Knowledge in MS Word, Excel.

Nursing Assistant (On the Job training)

Naguilian District Hospital
April 2007 to May 2007

Duties and Responsibilities:
Observing residents.

Reporting any health issues to the supervising nurse.
Taking care of a resident's personal hygiene, including bed bath, shaving, nail care etc.
Toileting residents.
Emptying catheter bags.
Monitoring vital signs including temperature, pulse, respiration and blood pressure.
Setting up of meal trays, and documenting food / fluid intake.
Feeding residents.
Serving nutritional supplements.
Making beds.
Keeping the residents space clean and tidy.
Bringing the resident to the therapy area.
Turning bed ridden residents to prevent bedsores.

Education

Executive Secretarial Course

NADIA TRAINING INSTITUTE - Abu Dhabi

May 2013 to June 2013