

MARIA SOCORRO RAMOS BACATAN

Al rigga Deira Dubai, UAE
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Applying for :

- ✚ Front desk receptionist
- ✚ Secretary/Administrative Assistant

Objective:

- ✚ To continue my career with an organization that will utilize my management, supervision, and administrative skills to benefit mutual growth and success.
- ✚ To obtain a position that will provide me the ability to apply my work experienced to a growing industry.
- ✚ To be part of the environment that will help me improve my skills and knowledge.

Skills and Qualifications:

- ✚ Excellent communication skills.
- ✚ Positive, confident and determined approach.
- ✚ High degree of self-motivation and ambition.
- ✚ Skills to work both independently and as part of a team.
- ✚ knowlegde in word ,excel,power point and software (sap and zenoti)
- ✚ Flexible and Trustworthy.

Working Experience:

✚ **THE GROOMING COMPANY /NBAR SALON**

Al Quoz warehouse 1 Jebel Ali Building, Dubai UAE

Position: Assistant Supervisor/Front Desk Receptionist
(October 2017 up to present)

- Perform administrative tasks, such as documenting procedures and creating guidelines
- Greeting guest/clients as they arrived.
- managing booking and confirming appointments via phone call and email.
- handling correspondence.
- Reorganized the clients booking by check in/out procedure in the system.
- Handling out employee application, memos and notices.
- Answers and resolved clients queries and complaints.
- Doing Monthly Inventory report by using SAP software



PLANET OF BEAUTY LLC (Suppliers of Cosmetics brands and Equipments)

Hor al Anz , Deira Dubai UAE

**Position: Sales/Customer Service Representative
(July 2014-August 2017)**

Job description:

- Greet and assist customers as they shop for new products out the door with everything they need
- Do ordertaking over the phone, answer direct calls and transfer, take message and address complaints.
- Do basic book keeping and transactions.
- Learn how products work and how to create solutions and ensure a smooth sales process.
- Negotiating Export Customers.
- Arranging orders and delivery notes.
- Compile, Sort, Copy and record the file of the clients and other individuals.
- Corresponds Inquiry via email.
- Preparing quotations, formal statement setting out the estimated cost of the product and services.
- Summarizing EOD sales

PERSONAL INFORMATION:

Nationality: Filipino

Birthdate: March 28, 1984

Marital Status: Single

Language: English, Pilipino

Visa Status: Employment visa

EDUCATION BACKGROUND:

TERTIARY:

- **PHILIPPINE SCHOOL OF BUSINESS ADMINISTRATION
(BSBA- major in Management)-2002**

SECONDARY:

- **CAMP GENERAL EMILIO AGUINALDO HIGH SCHOOL
(1996-2000)-Philippines**

ELEMENTARY:

- **LIBIS ELEMENTARY SCHOOL
(1990-1996)-Philippines**

REFERENCE: Available upon request
