



Maica Garcia

Administrative Officer

Professional Summary

Dedicated and Multi-tasking Administrative Officer, Sales Executive and Customer Service Representative with a total of 5 years of Experience both Local and International Company. A confident and personable professional who excels at prioritizing completing tasks simultaneously and following through to achieve project goals. Seeking a role of increased responsibility and authority.

Education:

First Asia Institute of Technology and Humanities

2009 - 2013

Bachelor of Science in Business Administration Major in Entrepreneurial Management

Experience:

Royal Palace Furniture, Sales Executive

2017 - Present

- Achieved sales goals and service targets by leveraging by interpersonal communication skills and product knowledge to cultivate and secure new customer relationship
- Maintained key customer relationships through effective time and resource management to exceed sales goals and increase profit opportunities.
- Liaised with sales, marketing and management teams to develop solutions and accomplish shared objectives.

Hallohallo Business Inc, Admin/HR Officer

2014 - 2017

- Manages daily activities of office as well as company-wide projects and activities.
- Effectively interacted with General Manager and Account Executive's morning meetings, took in-depth notes and disseminated minutes to all attendees.
- Monitored and evaluated personnel performance to complete reviews, recommend advancement or address productivity concerns.
- Assisting Corporate Secretary by acquires necessary permits for business

ISLA LPG Corporation Inc.

2013 - 2014

- Improved sales abilities and product knowledge on continuous basis to provide optimal service and achieve quotas.
- Maintained strong reputation of efficiency and accuracy, earning numerous recommendations from satisfied customers
- Investigated and resolved customer inquiries and complaints in a timely and empathetic manner

Skills:

- Ability to work under pressure
- Interpersonal and Communication Skills
- Creative Problem Solver
- Experience with Data Base Software and MS Office
- Ability to work both independently and as part of a team
- Sales strategy
- Schedule management
- Customer-service oriented
- Office management

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Social Media



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