

RAEF E. MENDOZA

🏠 Al Rigga Dubai, UAE

✉ raefmendoza97@gmail.com

📞 +971 56 142 1692

👤 Male/ Single/ Filipino/ Employment Visa



CAREER OBJECTIVE

To obtain a position as an assistant or one in which I can put my experience, training talents, and enthusiasm to good use in order to contribute to profitability, teamwork, and corporate success, as well as to supply and apply knowledge to support the needs and operation of your department.

SKILLS AND QUALIFICATIONS

- ✓ Leadership
- ✓ Recruitment
- ✓ Dedicated and Motivated
- ✓ Long-Term Opportunity
- ✓ Exceptional client service
- ✓ Time Management
- ✓ Enthusiasm for learning and sharing information
- ✓ Adaptable worker with a high rate of advancement
- ✓ Strong interpersonal, communication & presenting abilities
- ✓ Proficient in MS Office Applications -Outlook, Word, Excel, PowerPoint etc.-

PROFESSIONAL EXPERIENCES

ALTAMYZ ADVERTISING LLC (Ras Al Khor, Dubai, UAE)

Receptionist cum Admin/General Asst. Sept 2020- Present



- Issuing Quotation from different Companies (Local and International)
- Handles correspondence through answering and screening mail & calls.
- Accounts (Tax Invoice, Payment/Bills), ODDOO System
- In charge of the day-to-day coordination and management of business operations.
- Creates an operations calendar to ensure that services are delivered correctly and on schedule.
- Oversees general office maintenance and manages the office environment.
- Assists in managing the reception area and attending to visitors.
- Maintains general company record systems to ensure that files are accurate.
- Recruiting a new applicant or filling a job position
- Obtaining a new employees employment Visa
- Processing and Handling Insurance of employee
- Conducting an interview for a potential new employee

FAST LINK TOURISM (Deira, Dubai, UAE)

Sales Executive *March 2019 - July 2020*



- Responds to mail and queries in order to turn a potential client into a confirmed customer.
- Assists consumers with tour planning and vacation itinerary planning by recommending points of interest and activities.
- Prepares quotations and monitors the status of pending proposals.
- Prepares all the reservation materials like welcome board and itinerary letter.
- Coordinates with the operational team and oversees all communications related to the reservation's execution.
- Typing and handling UAE Tourist Visa
- Responds to incoming mail and inquiries in order to convert a potential consumer into a confirmed one.

RIZAL COMMERCIAL BANKING CORP (Taguig, Philippines)

Data Analyst cum Encoder *June 2018- December 2018*



- Follows up on pending proposals to remind or revive cold leads.
- Encoding clients' Accounts/details
- Manages and Executes Training new Staff
- Transferring of Accounts Via Finacle System
- In charge of emails and phone calls
- Attending seminars and putting the system's demonstrations into practice

MEGAWORLD CORPORATION (Taguig, Philippines)

Human Resources Assistant *August 2017 – February 2018*



- Handling Office Materials, Assisting Reception area
- Conducting interview for upcoming OJT and Employees
- Manages and Executes Training new Staff
- In charge of emails and phone calls, Handling Documents
- Attending seminars and job fairs for different Universities

EDUCATIONAL ATTAINMENT

TERTIARY: Rizal Technological University (Mandaluyong, Philippines)

BS Business Administration- Office Administration

2014- 2018

I hereby certify that the foregoing information is, to the best of my knowledge true and correct.

Raef E. Mendoza

Applicant