



JOANA SEPTIMO

SALES CONSULTANT

CAREER OBJECTIVE

To utilize and expand my knowledge and skills acquired from my previous work experiences from different fields of work at the same time, making significant contributions to the company.

WORK EXPERIENCE:

Freelance Immigration Sales Consultant

Gateway Visa Solution, Dubai | May 2020 - present

- ♦ Presenting to potential clients to make a sale
 - ♦ Evaluating clients' eligibility as per the Immigration laws and guidelines of countries, and giving timely advice on requirements and criteria
 - ♦ Find new business opportunities and maintain a healthy pipeline for future deals.
 - ♦ Respond to new and current client base regarding complaint's and service enquiries.
- Programs for:
- ♦ Student Visa: Canada and Poland
 - ♦ Work Permit: Malta and Poland
 - ♦ PR Programs for Canada: EE, AIPP and RNIP

Sales Assistant | Waitress cum Cashier

Bakemart LLC | March 2018- April 2020

- ♦ Ensured high level of customer satisfaction Managed daily point-of-sale transactions
- ♦ Taking Inventory and monitoring sales floor
- ♦ Making menu recommendations and handling cash register .And sharing additional information with restaurant's patron.

Beauty Consultant cum Receptionist

E/Skin Clinic| May 2015 - February 2018

- ♦ Provided excellent customer service
- ♦ Promoted treatments and products to customers.
- ♦ Handles customer feedback and enquiries
- ♦ Welcoming patients and visitors, answering Telephone and Inquiries.
- ♦ Performing non-invasive procedures as per doctor's Assessment
- ♦ Assisting dermatologist for invasive or noninvasive procedure.
- ♦ Protect patient's rights by maintaining confidentiality of medical records.

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Home Address: Port Saeed Deira
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SKILLS SUMMARY

- Customer Service
- Microsoft Office
- Communication
- Multitasking
- Team work
- Adaptability

PERSONAL PROFILE



Visa Status: Residence Visa



Age: 31 years old



Availability: Anytime



Marital Status: Single

Account Executive

Suarez Arts Metal Technology | May 2014 – May 2015

- ♦ Communicate directly with clients and prospects.
- ♦ Promote products and services of the company.
- ♦ Develop sales strategies and setting quotas.
- ♦ Building long-lasting, mutually beneficial relationships with external contacts and internal departments to create a better customer experience

Receptionist cum Doctor's (ENT) Assistant|

Chonghua Medical | Arts April 2011- March 2015

- ♦ Welcoming patients and visitors, answering telephone and inquiries in a professional and courteous manner.
- ♦ Schedule appointments between doctor and patients. Assist with admissions/treatment as per agreed protocols.
- ♦ Complete accurate documentation of patient visit.
- ♦ Dispense medication as per doctor's prescription
- ♦ Assist doctor if there is invasive or non- invasive procedure. Sanitize medical instruments used after procedure.

E D U C A T I O N A L H I S T O R Y

St. Augustine School of Nursing, Philippines

Diploma in Practical Nursing | 2008-2010

Character References | Available upon request

PART TIME JOBS:

Online Order Processing (Data Entry)

KITOPI- call center March 2021

- ♦ Taking orders from different online food application affiliated by the company.
- ♦ Applying discounts if any.
- ♦ Reviewing orders for accuracy. And verify client information before placing the order.
- ♦ Making report to jira/ team leader for any unavailable menu ordered by customer from the restaurant.
- ♦ Identifying new orders.

Customer Service Representative

ROXY CINEMA LA MER- Sept.16, 2021- Nov.20,2021

- ◆ Booked or confirmed guest tickets.
- ◆ Responding promptly to customer's inquiries.
- ◆ Processing orders and transactions.
- ◆ Ensure best service standards and maintain high customer satisfaction.

- **Hostess** – Manarat Al Saadiyat Island - Nov.25,2021 | 10hrs

- **Waitress** - St. Regis Dubai Palm - Nov.27,2021 | 10hrs

- **Waitress/Runner** - Premier Inn (Nuevo Restaurant) – Nov.28-Dec 4,2021 | 10hrs

- **Waitress/Server** – Formula 1 (Do & Co.) Yas Marina Circuit Abu Dhabi – Dec.10-12 | 10hrs

- **Waitress/Runner** – JW Marriot (Skyhawk) – Dec.16-17, 2021 | 10hrs

Patient Relation Executive

HEALTHUB- Dec.29, 2021- Present

