



Josie O. Eledia

Dubai, UAE

050-943-1968

joyce.eledia@yahoo.com

### Career Objective

To obtain a decent and challenging position in an establishment that will allow me to learn, to grow and to use my capabilities and skills in Reception, Secretarial, Sales and Customer Service.

### Summary of Qualifications

- ❖ Over 10 years of experience working in UAE and Philippines.
- ❖ Ability to work with minimum supervision and ability to work under pressure.
- ❖ Prioritize important tasks, can handle multi-tasking simultaneously.
- ❖ Experienced in working with other nationality and adopt cultural background, speak and understand Arabic.
- ❖ Focused, disciplined, independent and result oriented.
- ❖ Professionalism at all level.
- ❖ Well versed in MS Office.

# JOSIE O. ELEDIA

## PROFESSIONAL EXPERIENCE

### AL RASASI PERFUMES

Dubai, UAE

POSITION: SALES ASSOCIATE cum PROMOTER

May 05,2008 – February 28, 2019

### DUTIES AND RESPONSIBILITIES

- Handles everyday transactions of the company.
- Ordered and managed stocks.
- Responsible for customer assistance.
- Assisting the customers helping them to explore the options that they have.
- Creates a welcoming environment and provides excellent customer service including learning about new products.
- Answered the phone and helped with queries/complaints, remaining professional at all times.
- Managing cash and payment systems in accordance with company procedures and policies.
- Responsible for the daily management of the shop in the absence of the supervisor.
- Helped train new staffs.

### ROYAL GARDEN HOTEL

MISAMIS OCCIDENTAL, PHILIPPINES

POSITION: RECEPTIONIST

2007-2008

### DUTIES AND RESPONSIBILITIES

- Responsible for customer service assistance.
- Greet clients with good manners with proper telephone etiquette and attend to their needs promptly.
- Provide excellent service to clients.

### MRS COMPUTER TUTORIAL SERVICES

MANILA, PHILIPPINES

POSITION: CASHIER/COUNTER CHECKER

JUNE 2006 – MAY 2007

### DUTIES AND RESPONSIBILITIES

- Give excellent customer service assistance to student and parents.
- Responsible for financial matters.
- Provide daily report to manager.

### SM CITY CAGAYAN DE ORO

CAGAYA DE ORO, PHILIPPINES

POSITION: RECEPTIONIST/COUNTER CHECKER

SEPTEMBER 2005 – FEBRUARY 2006

## **DUTIES AND RESPONSIBILITIES**

- Attend phone calls and daily phone inquiries.
- Coordinate with the sales representative as their duties & sales.
- Perform other duties assigned.

## **Applicable Skills**

I am keen to find a progressive position with a company that offers me training and a scope to develop a successful career. To further enhance interpersonal relationship to the attainment of the installation of the institution objective and satisfying to customer to the best of my ability.

## **EDUCATION**

- DIPLOMA IN E-COMMERCE PROGRAMMING
- SYSTEMS TECHNOLOGY INSTITUTE  
STI COLLEGE, PHILIPPINES

## **PERSONAL INFORMATION**

Date of birth	December 29, 1982
Nationality	Filipino
Language spoken	English, Filipino and Arabic
Gender	Female
Visa Status	Freelance Visa
Driving License	Yes

**I HEREBY CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEFS.**

**JOSIE O. ELEDIA  
APPLICANT**