

FELICIA SAM

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DUBAI UAE



SUMMARY

An enthusiastic, honest, polite and energetic individual with over 8+ year experience providing positive marketing, sales, record keeping and Administration support to diverse organizations. I tend to be vision centric, and adopt a practical approach to problem solving and decision making. Excellent track record of effective clerical & Accounting support, prompt and courteous human relations, persuasive, multi-tasking skills and accurate office management. A team player who is always willing to go the extra mile.

I learn fast and adopt easily and am also a good listener.

Seeking an opportunity with a dynamic company where I can contribute to

maximizing organizational goodwill, ensuring customer satisfaction and administrative support, whilst acquiring more knowledge on the job.

PERSONAL PROFILE

Nationality : GHANAIAN

Gender : Female

Marital Status : Single






Visa Status : visit visa

Address: Hor Al Anz, Dubai, U.A.E

HIGHLIGHT

- Service minded
- Motivated Individual
- Persuasive communicator
- Efficient
- Multi tasker
- Cash handling
- Microsoft suite, ERP, TALLY, QUICKBOOKS
- English fluent speaker
- Resourcefulness

SKILLS:

-  Presentation skills.
-  Office management, Sales, marketing & Administration.
-  Strong communication, coordination and team spirit skills.
-  Ability to work independently and under pressure
-  Relationship building & front desk managing

WORK EXPERIENCES

Company: LUXEN GHANA LTD (GHANA)

Designation : ADMIN & CUSTOMER SERVICES

Duration: 2years

Company: SAY CHEERS LTD - (GHANA)

Designation : SALES & ADMINISTRATIVE

Duration: 3 years AND 5 MONTHS

Company: SUPERLOCK TECHNOLOGIES LTD (GHANA)

Designation : ADMINISTRATION & MARKETING

Duration : 3 years

Company: GHANA REVENUE AUTHORITY

Designation: National Service Personnel

Duration: 1year 9 months

(I HAVE 3 YEARS EXPERINCE IN SOCIAL MEDIA MARKETING)

- ❖ Administration & clerical support to CEO & management
- ❖ Greet and welcome customers as they make their way into the office & assist in logging in.
- ❖ Recording & filing of all procurement, construction & office receipt & invoices.
- ❖ Identify & collate all stationery & office monthly needs
- ❖ Assist in account & audit report preparation
- ❖ Organizing of events, meetings and travelling bookings
- ❖ Direct point of contact for all enquiries & huge orders delivery and reception management
- ❖ Prepare quotations, perform tele & social media marketing
- ❖ And all other assigned duties from CEOs

PASSPORT DETAILS:

Passport No : G1787472

Date of Issue: 23/Aug/2017

Date of Expiry: 22/Aug/2022

EDUCATIONAL BACKGROUND:

- **BACHELOR'S DEGREE CERTIFICATE**
- **DIPLOMA EDUCATION CERTIFICATE**

INTERESTS:

Movies, surfing the internet, fashion, travelling, shopping.

REFERENCES:

- ⇒ Mr. Eric Kumah, Say Cheers Ltd Ghana
+233501678231
- ⇒ Mr. Edward Yirenkyi CEO, Luxen Ghana
Tel. +2332436 4086
- ⇒ Mr Samuel Yalley Middle East Fuji Tel. +971 52 926 0700