

**Adrianne Duane D. Alfonso**

Al Rigga, Dubai

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**WORK EXPERIENCES:****Business Development Assistant**

ArmyNavy

(Jan 2021 – Sept 2023)

- Update Lease Contracts, Sublease Contracts and other documents.
- Preparation of payment for the Stores Lease and sending it to the Leasor.
- Proper filing of documents related to the stores as well as updating the soft copy of the online documents.
- Assist my immediate superior in her work by preparing the documents needed for business development activities. (Contract of lease, photocopy of payment, checks, etc.)

**Sales Assistant**

Shoe Mart Philippines

(Mar 2019 - Nov 2020)

- Assist Customers with all queries about the items (Men's wear and Shoes).
- Providing quality service to increase customer satisfaction.
- Receiving deliveries and displaying items.
- Processes cash, credit card in POS.
- Maintaining stock availability and transferring items to other outlets as needed.

**Document Controller / Planning Coordinator**

Trainovate

(Nov 2017 – Jan 2019)

- Plan, Coordinate and Supervise upcoming Trainings with Instructors and Clients.
- Welcome Clients and guide them to the training room and casually tell them other trainings.
- Create and revise course overview which contains the details about the trainings.
- Procure and prepare the course materials for the Trainings. (Books, worksheets, pens, snacks, water and coffee).
- Send follow-ups with possible clients for upcoming courses. (Text blasts, ads posting, etc.)

**Admin Staff / Receptionist**

Linxprovi8 Learning Center

(July 2015 - July 2017)

- Welcome and greet Customers and answer their questions about our services.

- Handle their concerns and feedbacks regarding our services.
- Post advertisement on different social media platforms and advertising websites for our marketing.
- Proper filing of company and Client's information as well as all other company records.
- Teaches students from Kinder to Grade 6. (All subjects) and Scheduling of Applicants for exam and interview.

### **EDUCATION:**

**Bachelor of Science in Business Administration**

**Major in Marketing Management**

Lyceum of the Philippines University Intramuros, Manila

### **SKILLS:**

- **Administrative, Sales, Marketing, Research, Purchasing, Tutoring and Recruitment skills.**
- Excellent Customer service skills.
- Excellent verbal, reading and written communications skills.
- Proficient in using Microsoft suite (Word, Excel and PowerPoint, etc)
- Fast learner and willing to learn.
- Hard working, flexible, effective Team player, and can work well with other nationalities.

### **CERTIFICATIONS:**

The Value of Communication and Customer Service in the Workplace  
*-Linxprovi8 Learning Center*

ARMMED (AME Regional Marketing Management Education)  
 Responsive Digitalization Readiness Towards the Asea Integration  
*- Association of Marketing Educators of the Philippines, Inc.*

### **Personal Information:**

Citizenship: Filipino

Age : 29 yrs old

Civil Status: Single

Gender: Male

Languages: English / Tagalog

Visa status: Visit Visa