

SUZETTE ROXAS BESIN

Al Barsha 1, Dubai, U.A.E.

+971504304118

Email : Suzettebesin@yahoo.com



WORKING EXPERIENCE:

1. Follow up Clerk

WRAQ ALMUMAYEZ PROJECT MANAGEMENT SERVICES CO.

Bur Dubai, Dubai, U.A.E.

December 6, 2022 to December 5, 2024

Responsibilities:

- Reviewing and distributing production, work, and shipment schedules.
- Conferring with department supervisors to determine progress of work and completion dates.
- Compiling reports on progress of work, inventory levels, costs, and production problems.

2. Sales Executive

Lifestyle Fine Jewellery LLC

Burjuman Branch, Dubai, U.A.E.

October 1, 2019 to October 30, 2022

Responsibilities:

- Ensured proper presentation, organization, storing and replenishment of stock
- Give customers outstanding support by understanding their needs, recommending the right products, services and resolved customer issues as they arose.
- Execute daily/weekly/monthly sales goals
- Attend product training classes and seminars and participate in pre-selling drives to maximize sales
- Maintain and update jewelry records, organize inventory reports of the store.

3. Sales Executive

Amazing Arts & Jewellery Gallery LLC.

Al Garhoud, Dubai, U.A.E.

November 25, 2018 to September 30, 2019

Responsibilities:

- Ensured proper presentation, organization, storing and replenishment of stock
- Give customers outstanding support by understanding their needs, recommending the right products, services and resolved customer issues as they arose.
- Execute daily/weekly/monthly sales goals
- Attend product training classes and seminars and participate in pre-selling drives to maximize sales
- Maintain and update jewelry records, organize inventory reports of the store.

4. Sales Representative / Receptionist

Diamondo L.L.C.

Gold Land Deira – Dubai, United Arab Emirates

July 2010 to October 2017

Responsibilities:

- Managing incoming and outgoing calls
- Receives client enquiries and update with best offer
- Attending and assisting clients customized request
- Prepare clients receipt, Invoice and consignment items
- Prepare weekly and monthly stock inventory
- Liquidate monthly sales target
- Entrust in keeping confidential documents and sales correspondence
- Administer daily cash flow

5. Receptionist

Korean Beauty Salon

Oud Metha Road, Dubai, United Arab Emirates

November 2007 to August 2010

Responsibilities:

- Accepting phone calls and record client reservations.
- Accommodating properly the clients upon entering the salon.
- Attending client needs while inside the salon premises.
- Prepare weekly and monthly report.
- Handles petty cash

6. Office Assistant

United International Group

Solution Hygiene, Dubai, U.A.E.

October 2005 – October 2007

Responsibilities:

- Copying, filling and distribution of confidential documents.
- Segregating incoming and outgoing mails manually and electronically.
- Taking charge of the incoming and outgoing fax messages.
- Do office cleaning when necessary.

7. Receptionist cum Cashier

San Burst Fried Chicken,

Cagayan de Oro City, Philippines

September 2001-October 2002

Responsibilities:

- Attending the customer's needs and queries.
- Taking orders and requests of the costumer's.
- Receive costumer payments.

8. Sales Representative

Dickies Jeans and Under Garments,
Cagayan de Oro City, Philippines
October 2003 to September-2005

Responsibilities:

- Attend customer requirements.
- In-charge in the promotion of new products and services.
- Record daily stock inventory.

SKILLS::

- Skilled in computer software applications in Microsoft Office Applications (Word and Excel), and Internet
- Knowledgeable in data encoding and inventory
- Good in both oral and written communication skills (English and Filipino)
- Presentable and well organize with 7 years professional experience
- With proven initiative to work under minimal supervision
- Flexible, dependable and hard working

EDUCATIONAL BACKGROUND:

College

Bachelor of Science in Commerce major in Management
San Augustin Institute of Technology (SAIT)
Year June 1999 – March 2001
Undergraduate
Valencia City, Bukidnon, Philippines

Secondary Education

Saint Joseph High School
Year June 1995 – March 1999
Población, El Salvador, Misamis Oriental, Philippine