



Emily L. Genezera

OBJECTIVE

Seeking a challenging career with your progressive organization that provide an opportunity to utilize my knowledge, skills and abilities.

📍 Al Rigga, Dubai
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PERSONAL INFORMATION

Date of Birth: May 11, 1996
Civil Status: Single
Language: English

CORE QUALIFICATIONS

- Computer literate
(MS Word, MS Excel, MS Power Point, Outlook)
- Can work overtime
- Can manage to work with minimum supervision
- Can work under pressure
- Can deal others with good rapport
- Can understand, write and speak English

EXPERIENCE

- **Home Deals Real Estate LLC – Secretary**
 - **December 10, 2021 -August 23,2024**
 - Greet the Customer With a smile
 - Give the customer good service
 - Received/Transfer calls
 - Send and Reply Emails
 - Prepare file for a case
 - File the files accordingly
 - Provide personalized support for others employee
- **Majid Al Futtaim LLC - Sales/Stocker**
 - **December 10, 2020 -November 5, 2021**
 - Assist the costumers and helping them what they need.
 - Arranging and replenishing the stocks
 - Check and make sure that the prices are updated
 - Handling merchandisers
 - Ensure high level of customer service
 - Monthly Inventory
 - Pushing sales
 - Ensure all the items are fresh and presentable
 - Checking the near expiry items

KEY SKILLS

- Computer literate with excellent verbal and written communication skills.
- Ability to maintain strict levels in handling sensitive information.
- Flexible, willing to take more responsibilities as needed, and devote time necessary to complete deadlines.
- Solid organizational skills with the ability to multi-task, work under pressure coordinate multiple projects simultaneously.
- Honest with integrity for effective leadership and optimal business relationship.

EDUCATION

▪ BACHELOR OF ELEMENTARY EDUCATION (GEN-ED)

Binalbagan Catholic College
Binalbagan, Philippines

▪ Cr.Tanduay National High School

Sipalay City, Philippines

▪ Cr.Tanduay Elementary School

Sipalay City, Philippines

I hereby certify that the above information is true and correct to the best of my knowledge and abilities.

EMILY
EMILY L. GENEZERA

