



MARY JOYCE MANAHAN

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SUMMARY

To be a part of a company or organization that will utilize my skills and abilities, enhance my expertise in my chosen career, and allow me to contribute to achieving the organization's goals, mission, and objectives.

SKILLS

- Document control
- Customer Service
- Computer literate
- Office admin
- Multitasking ability

PERSONAL INFORMATION

- Date of birth: 12/18/90
- Nationality: Filipino
- Marital status: Single
- Visa: Employment Visa (12/03/2025)

EXPERIENCE

10/2022 - Present

Receptionist/ Admin Secretary/Accountant

Shukran Interiors and Building Contracting LLC | Dubai, UAE

- Greet and welcome customers, clients, and other visitors
- Managed incoming telephone calls, accurately relaying messages or redirecting calls
- Managed financial transactions including accounts payable/receivable, and processed payroll
- Processed invoices, managed inventory, and performed basic bookkeeping tasks.

10/2017 - 10/2022

Sales and Office Assistant

Xitong International FZCO | Dubai, UAE

- Managed and maintained social media accounts for increased engagement and brand visibility
- Exceeded target sales goals
- Received deliveries, checked incoming orders for quality and damage and organized returns if necessary.

09/2015 - 09/2017

Receptionist cum Cashier

Lifco Supermarket LLC (Lebanese fruits and vegetables) | Dubai, UAE

- Greet and welcome customers
- Receiving incoming and outgoing calls
- Handling cash
- Set up new accounts established customer credit and set up payment methods
- Recorded accurate and efficient records in the customer database

02/2015 - 08/2015

MERCHANDISER/PROMODISER (PHILIPPINES)

GNP Trading Corporation

- Kept pricing information up to date and implemented price changes on EPOS system and POS for uniformity.
- Ensure that merchandise is displayed according to company guidelines and marketing strategies.

10/2012 - 06/2013

Cashier (PHILIPPINES)

Puregold Price Club Inc.

- Worked overtime shifts to maintain optimal workflow during busy periods or times of unexpectedly high volume.
- Handled high-volume credit and cash transactions using Point of Sale (POS) systems efficiently.

07/2011 - 04/2012

STOREKEEPER/SALES ASSOCIATE CUM CASHIER (PHILIPPINES)

Rusty Lopez Enterprises Inc.

- Welcomes customers by greeting them; offering them assistance
- Answering phone calls
- Process payments in terms of cash, checks, and credit cards
- Restock clothes that have been tried on and fold them neatly.

EDUCATION

01/2023

Filipino Institute | Dubai, United Arab Emirates

RECEPTIONIST AND OFFICE MANAGEMENT

01/2011

Datacase College of Science and Technology Foundation Inc.

Malolos Bulacan, Philippines

COMPUTER SCIENCE: Database Management