



MARY ANN MALONZO

ADMINISTRATIVE OFFICE

CONTACT

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Mankhool Bur Dubai, Dubai UAE

EDUCATION

2011 - 2015

STI COLLEGE PHILIPPINES

- Business Management major in Operation

SKILLS

- Multi-tasking
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Critical Thinking

LANGUAGES

- English (Fluent)
- Tagalog (Fluent)

PROFILE

To seek a position that offers a challenging and stimulating environment in which my knowledge and skills can be enhanced and will ensure continuous career growth, sense of responsibility and financial stability.

WORK EXPERIENCE

Al Hashimi Link Trading Co., LLC (Dubai, UAE) JULY 2019 - PRESENT Administrative Office

- Perform general office duties such as typing, operating office machines, and sorting mail.
- Assign and record or stamp identification numbers or codes in order to index materials for filing.
- Preparing Invoice and Packing List
- Communicating between supplier and customer

Areej Al Noor, Jose Eber (Dubai, UAE) June 2018- June 2019 Sales Promoter

- Present, promote and sell products using solid arguments to existing and prospective customers.
- Expedite the resolution of customer problems and complaints to maximize satisfaction.
- Achieve agreed upon sales targets and outcomes within schedule.
- Coordinates sales effort with team members.

Sutherland Global Services (Philippines) May 2015- May 2017 Call Center Agent/Technical Support

- Deliver service and support to end-users using and operating automated call distribution phone software, via remote connection and over the Internet.
- Interact with customers to provide and process information in response to inquiries, concerns, and request about products and services.

PERSONAL INFORMATION

Birth Date:

January 31, 1995

Marital Status:

Married

Visa Status:

Employment Visa

Nationality:

Philippines