

COVER LETTER

Respected Sir/Madam,

*I hereby submit my application for the position of
**Secretary/Receptionist/Telephone Operator/Office Administration
Assistant/Office Girl/Cashier/Saleslady** in your esteemed organization.
Please find my attached CV which comprehensively describes my
experience during career.*

*This application is the outcome of my search for a more challenging
position with progressive company, which will allow more use of
extensive communication and organizational skill while providing the
opportunity for career growth and future advancement.*

*If you consider my suitability, I would appreciate you giving me an
opportunity to meet you in person at your earliest convenience.*

Thanking you.

Best regards;

Julie Palad
+971562721185

JULIE PALAD

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OBJECTIVE

To make optimum use of my skills and capabilities in a reputable organization that will allow me to grow and enhance my career opportunities. To be able to work as part of a team, to contribute in the success of the company and take on new challenges and broader responsibilities

COMPETENCIES:

- Excellent customer/client relations, interpersonal and communication skills.
- Sound knowledge on general office procedures.
- Career-oriented, hardworking, highly organized and systematic.
- Efficient, reliable, able to handle multiple assignments even under pressure.
- Skilled in computer and software operations: WIN7 application, MS Outlook, Word & Excel, Power Point and Adobe Acrobat.
- With leadership potential and can undergo further training.

WORK EXPERIENCE (S):

***Secretary cum Receptionist - Al Fahim Group of Companies
(Al Khaleej Real Estate, Limara Trading Est., Al Fahim Medical Services, Al Fahim Medical Centre)***

***March 11, 2007- up to present
Dubai, UAE***

Duties and Responsibilities:

- Answer telephone and give information to callers, take messages, or transfer calls to appropriate individuals.
- Greet visitors and callers, handle their inquiries, and direct them to the appropriate persons according to their needs.
- Set up and maintain paper and electronic filing systems for records, correspondence, and other materials.

- Handle incoming and outgoing communication such as letters, memos, emails, instant messages and other means of official communication.
- Prepare monthly reports such as Cash & Check Collections, Disbursements, Contracts, and Clients Database etc.
- Issue checks and invoices/receipts, if necessary.
- Operate office equipment such as fax machines, copiers, and phone systems, and use computers for spreadsheet, word processing, database management, and other applications.
- Maintain record of the appointments, conferences and business trips of the Managing Director.
- Follow-up Tenants to remind them about the renewal of their Tenancy Contract.
- Manage manual listings in online engines about the real estate properties of the Company.
- Assisting the sales team to research the property market, market properties in print and online, and engage in administrative tasks including email notifications and process of payments.
- Keeps up with agent locations, listings and the status of contracts.
- Takes messages from involved parties — potential buyers, sellers, title firms, law practices and other agents — and relays them to the appropriate individuals.
- Keep track of the multiple appointments necessary in real estate, notifying the involved parties to ensure smooth operation of the business.

SALESLADY/CASHIER

Ajman, UAE

Apr. 2006 - Jan. 2007

- Present, promote and sell products/services using solid arguments to existing and prospective customers.
- Coordinate sales effort with team members and other departments.
- Expedite the resolution of customer problems and complaints to maximize satisfaction.
- Welcoming customers, answering their questions, helping them locate items.
- Operating scanners, scales, cash registers, and other electronics.
- Maintaining clean and tidy checkout and merchandise areas.
- Calculating and returning change for cash transactions.

CASHIER - United Hypermarket

Dubai, UAE

Oct. 2005 - Feb. 2006

Duties and Responsibilities:

- Receive payment by cash, check, credit cards, vouchers, or automatic debits.
- Issue receipts, refunds, credits, or change due to customers.
- Count money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change.
- Greet customers entering establishments.

- Maintain clean and orderly checkout areas.
- Establish or identify prices of goods, services or admission, and tabulate bills using calculators, cash registers, or optical price scanners.
- Issue trading stamps and redeem food stamps and coupons.
- Resolve customer complaints.
- Answer customers' questions and provide information on procedures or policies.
- Calculate total payments received during a time and reconcile this with total sales.
- Compute and record totals of transactions.
- Keep periodic balance sheets of amounts and numbers of transactions.
- Sort, count, and wrap currency and coins.
- Monitor checkout stations to ensure that they have adequate cash available and that they are staffed appropriately.
- Offer customers carry-out service at the completion of transactions.

EDUCATIONAL BACKGROUND:

College: **Diploma in Computer System Design & Programming (CSDP)**
 AMA Computer Learning Center
 Daet, Camarines Norte, Philippines
 1998 - 2000

Secondary: **High School Diploma**
 La Consolacion College
 Daet, Camarines Norte, Philippines
 1994 - 1998

PERSONAL DATA:

Date of Birth: June 8, 1982
Sex: Female
Civil Status: Single
Nationality: Filipino
Religion: Roman Catholic
Passport No.: P8482832B
Language (s): English, Tagalog and Arabic
Visa Status: Employment with NOC

CHARACTER REFERENCES: Available upon request.