



Company Name: INFO LAND PLUS
Company Address: ROAD 11 BLOCK 711 BLDG 87 TUBLI , BAHRAIN
Phone No.: +973 17008020 – 30
Email Address: infoland@batelco.com.bh
Designation: Admin cum Sales Representative / Receptionist
Duration period: May 27th 2017 – Up to present

TASKS:

- ❖ Listen to customer requirements and present appropriately to make a sale
- ❖ Maintain and develop relationships with existing customers in person and via telephone calls and emails
- ❖ Cold call to arrange meetings with potential customers to prospect for new business
- ❖ Respond to incoming email and phone enquiries
- ❖ Act as a contact between a company and its existing and potential markets
- ❖ Negotiate the terms of an agreement and close sales
- ❖ Gather market and customer information
- ❖ Challenge any objections with a view to getting the customer to buy
- ❖ Advise on forthcoming product developments and discuss special promotions
- ❖ Create detailed proposal documents, often as part of a formal bidding process which is largely dictated by the prospective customer
- ❖ Check the quantities of goods on display and in stock
- ❖ Make accurate, rapid cost calculations and providing customers with quotations.



Company Name: Under of Frame Colors LLC & Dubai World Trade Center (DWTC)
Company Address: United Arab Emirates
Mobile No.: +971 555293188
Email Address: ykcajmatheo@outlook.com
Website: <http://jackynavaira.udo.photo>
Designation: Freelancer Photographer
Duration period: March 2013 – July 28 2016 (3SY&4mos)

Tasks: On call Duty for Events such; Wedding|Birthday|Meetings|Corporate|Exhibitions etc.
NIGHT DUTY every weekends.

Company Name: Techforce Computer Trading and Maintenance LLC
Company Address: The Curve Bldg. ST04, Sheikh Zayed Rd. Dubai, UAE
Phone and Fax No.: +971 4 3807272 / +971 4 3807277
Email Address: info@techforce.ae
Website: www.techforce.ae
Designation: Secretary | Receptionist
Duration period: January 2015 – February 28th 2016(1SY)
Reason for leaving: Company Close

Tasks Summary: Being a **RECEPTION** is responsible for handling front office duties, including greeting guests and offering them a beverage, answering phones, handling company inquiries, and sorting and distributing mails. As a **SECRETARY** responsible for supporting high-level executives and management or entire departments. Provides administrative support and performs numerous duties, including scheduling, writing correspondence, emailing, handling visitors, routing callers, and answering questions and requests.

Company Name: Sinyorita Studio & Stores
Company Address: P.O. Box 16265 Dubai UAE
Phone and Fax No.: +971 4 261020 / +971 4 2566557
Email Address: a@sinyorita.ae
Website: www.sinyorita.ae
Designation: Receptionist & Cashier | Photographer & Layout Artist
Duration period: November 11th 2012 – November 05th 2014 (2SY)

Tasks Summary: Responsible in maintaining the area clean and merchandised stocks to attract Customer. Attending and giving the highest standard of service to customers at all times. Assists the customers with complete knowledge of goods. Make sure that orders|requests by customers are taken properly|accurately. Maintains good public rapport with customers, fellow employee and superiors.

Perform other duties as may be assigned.

PHOTOGRAPHER my responsible to check all the cameras if it's good condition lighting, soft box, umbrella etc. make sure that all equipment's is good and no damage before use. Maintained the qualities of all photos are good and nice shoot. As a **Layout Designer** I'm making digital Album for the wedding Retouch face, change background and make great all photos and design for the customer satisfaction.



JACKELINE PARTIBLE NAVAIRA
Tubli Bahrain
Single |



: jackymatheo@gmail.com

: +973 36442142



: <https://ae.linkedin.com/in/jackymatheo>



Educational Backgrounds


Bachelor of Science in Business Administration
Major in Management
Saint Augustine Colleges Foundation Inc.
Burgos St. Paniqui, Tarlac
June 2001-2004



Special Skills

Microsoft Office Applications (Word, Excel, Power point)
Microsoft Outlook
Adobe Photoshop CS3
Photography
Internet Browsing
Data encoding & editing
Documents filing
Able to learn and apply quickly and effectively
Ability to work under pressure
Can speak & write English

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


Jackeline Navaira

As a Secretary report to the Manager all duties in the end of the day, answering all calls for the client regarding for their inquiries. Response all for all emails and check all documents receiving from fax. Completes assigned daily paperwork's, weekly checking staff inventory for all store supplies always use first in first out items for releasing goods. Organized all agenda meeting of the Manager.

RECEPTIONIST

- * Responsible in maintaining the area clean merchandised stocks to attract more prospect customers.
- * Update all bills for delivery on date before the deadline.
- * Attend and giving the highest standard of service to customer at all times.
- * Assist customers with complete knowledge of goods.
- * Make sure that orders/request by customers are taken properly/Accurately.
- * Maintains good public rapport with customers, fellow employee and superiors.
- * Retrieves messages from voicemail and forwards to appropriate personnel.
- * Answers incoming telephones call, determines purpose of calls.
- * Maintains fax machine, assists users, sends faxes, and retrieves and routes incoming faxes.
- * Orders, receives and maintains office supplies.
- * Creates and prints fax cover sheets, memos correspondence reports and other documents.

PHOTOGRAPHY Duties and Responsibilities: As photography I make sure that all items is in good condition test all lights if it's working or no before I go to the event. I make sure that the settings of the camera I use is good and knowing the settings if I'm using the Manual. I make sure that all photos I take is good quality.

- * Perform other duties as may assigned.
- * Making closing report after the whole duty.