

WILMA R. DIZON

Al Rigga, Deira Dubai UAE

Mobile: 050 579 5146

Email add: wdizon1006@gmail.com



OBJECTIVE

A hardworking and efficient individual provide services where my skills can effectively use in addition to the development and growth of the company.

WORK EXPERIENCE

RECEPTIONIST

USAVE Rent a Car

Office No. 2601,Media City Dubai, U.A.E

August 22, 2014 - August 31, 2016

Duties:

- Answering incoming and outgoing calls
- Received and reply to our clients emails
- Preparing and checking our office supplies
- Booking customers regarding rent a car
- Preparing receipt/ invoices of our clients
- Follow up customers for their monthly dues payments
- Collecting and receiving our clients payments by cash, credit card and cheque
- Preparing and Checking their Security Deposit
- Handling our customers complaint
- Monitoring our clients penalties like over speeding,wrong parking,beating the red light etc.
- Computing our clients salik and other fines
- Daily checking the Global Positioning System(GPS) for the car security

WORK EXPERIENCE

SECRETARY

iSHOP XPRESS

San Joaquin, Sta.Ana

Pampanga,Philippines

February 25, 2009- February 25,2013

Duties:

- Handling calls and emails from suppliers, customers, and potential investors
- Arranging meetings to the suppliers with the store manager/owner
- Welcoming the suppliers and investors in the office
- Doing receipt/invoices for the suppliers
- Preparing orders stocks needful in the store like beverages,softdrink,canned goods etc.

WORK EXPERIENCE

SUPERVISOR

JAG JEANS APPAREL

Shoe Mart PAMPANGA

Lagundi, Mexico, Pampanga, Philippines

March 20,2001- March 31, 2008

Duties:

- Receiving and checking our deliveries like pants,blouses,t-shirt etc.
- Replenishing stock to complete the items in the store
- Pushing the items to make more sales to meet our sales targets
- Dealing and inform the customer when we have discounts and sale promotions
- Be vigilant to avoid losses and theft
- Having weekly and monthly sales report
- Yearly inventory to sort our items for losses
- Attending weekly meeting in the main office to submit reports.

Additional Skills:

- Microsoft Word and Microsoft Excel, PowerPoint Etc.

EDUCATIONAL BACKGROUND

Degree: Computer Programming & Design
College: AMA Computer Learning Center Philippines

PERSONAL DATA

Nationality: Filipino
Religion: Roman Catholic
Date of Birth: October 06, 1979
Sex: Female
Language Spoken: English, Tagalog, Pampango
Visa Status: Tourist Visa

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

Wilma Dizon
Applicant