

JEAN ROSS MAYA



Contact

Address:

Al Nahda 1, Dubai UAE

Phone:

+971509263028

Email:

mayajeanross@gmail.com

Summary

Administrative officer professional with 9 years' experience working in fast-paced environments demanding strong organizational, technical, and interpersonal skills. Highly trustworthy, ethical, and discreet; committed to superior customer service. Confident and poised in interactions with individuals at all levels. Detail-oriented and resourceful in completing projects; able to multi-task effectively.

Skill Highlights

- Adept in Technology
- Organization
- Quotations & Invoicing
- Microsoft Office
- Pact Software
- Verbal & Written Communication
- Detailed Oriented
- Administrative Skills
- Inventory Control & Order Processing

Experience

Administrative Officer/ After-sales Coordinator

Sept. 2012 - Nov. 2018

Quantum Enterprise LLC, Dubai UAE

- Answer general queries by telephone and transfer it to the appropriate person
- Greet & assist guests/visitors to the meeting room
- Maintaining the reception area Receive and send faxes when required
- Distribute and store correspondence Prepare and submit quotations to clients
- Prepare purchase order and Ordering the spare parts
- Sending inquiry and follow up the suppliers
- Prepare BOQ in Pact System
- Prepare Airport Passes for the technicians and subcontractors
- Prepare weekly tracking report for Emirates Airlines
- Handle the submission of Delivery Note & Invoice
- Maintaining the Maintenance Report Log/Record and Attendance Sheet
- Maintain office supplies by checking inventory and order items.
- Submission of claim form, receipts, invoices in AXA website when required

Savings Accounts Clerk

Mar. 2010 - Jun. 2012

Rural Bank of Padre Garcia Inc. – Padre Garcia, Batangas, Philippines

- Provide professional customer service skill in conducting interviews to customers who would like to open savings accounts
- Gathered personal information of customer to be entered in the bank computer system
- Maintains and monitor customer database and records of accounts.
- Responsible on handling and answering queries pertaining to Opening and Closing of savings accounts
- Perform daily transactions of customer requests on accounts withdrawal and deposits
- Compute and perform posting of quarterly accounts interest
- Prepares savings accounts report on monthly, quarterly and annual schedules. Perform other interim work as may requires

Sales Consultant

Oct. 2008 – Feb. 2009

Autohub Group of Companies – Batangas City, Philippines

- Provide professional customer service to prospective clients by assisting them in selecting right car that suits their preference and personal requirement by showing them virtues and new features of cars
- Diligently arrange schedules of customers request for test drives
- Responsible in collating required documents on closed sales, aiding customers with list of documents requires, explaining each and every details
- Perform document verifications and ensuring that relevant details required are complete and true
- Ensuring the vehicle in sale is in good condition, no damages, and not faulty before handing over to clients
- Assist customer in deciding the best car to buy in an efficient and cost effective manner

Education

Bachelor of Science in Marketing Management

De La Salle University – Lipa City Batangas Philippines

Jun. 2004 – Apr. 2008