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**JOGIE P. COMIA**

Sheikh Colony, Al Qusais Dubai

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**­­­­­­­­­­­­­­­­­­­­­­­­­­CAREER OBJECTIVE**

*To secure a position where I can utilize my administrative and customer service skills with accuracy and efficiency while maintaining a motivated, productive, and goal-oriented environment for the entire professional team on board while maintaining extensive customer loyalty.*

**SKILLS AND ATTRIBUTES**

* Proficient in English and Filipino;
* Ability to quickly absorb and understand new practices;
* Self-motivated, adaptable to organizational dynamics, able to multi-task;
* Open-minded, disciplined, ethical and trustworthy
* Skilled in developing trust and build good rapport with people.
* Excellent command over written and verbal communication.
* Good time management and organizational skills.
* Fast learner, Flexible and goal oriented.
* Familiar with major computer applications such as MS Word, PowerPoint, Outlook Excel and the Internet.
* Hardworking with the essence of working smart.

**EDUCATIONAL BACKGROUND**

* **Tertiary**  **BATANGAS STATE UNIVERSITY**

(2008-2013) Bachelor of Science major in Psychology

Batangas City, Philippines

**WORK EXPERIENCE**

* **LizzardBear Tasking Inc.**

JR. Compliance Analyst

Nov, 2017 – March, 2018

Batangas City

*Responsible for auditing, organizing and processing clients’ information and documents in order to ensure legal compliance.*

**DUTIES AND RESPONSIBILITIES**

* Keen review and keep clients confidential information through our system.
* Coordinate to our superior about audits through discussion.
* Acted as POC if the team leaders are currently unavailable.
* Contributes to team effort.
* Complementary to problem solving and strong decision making skills.
* **Abu Ghazaleh Intellectual Property**

**Trademark Assistant cum Admin Assistant**

March, 2015 – Feb 2017

United Arab Emirates, Dubai

*Responsible for handling and providing clients satisfaction.*

**DUTIES AND RESPONSIBILITIES**

* Maintain and update trademark filings, inventory, mailing and database systems, either manually or using a computer on a daily basis.
* Answers emails and inquiries about the mark.
* Open, sort and route incoming mail, answer correspondence, and prepare outgoing mail.
* Review files, records, and other documents to obtain information to respond to requests.
* Contributes to team effort by accomplishing related results as needed.
* Send notices, receipts as per the client’s request.
* Invoice the client once it was filed through Oracle WIPS.
* **Empire East Land Holdings Inc.**

**Real Estate Consultant / Customer Service Representatives**

October, 2013 – December, 2014

SM City Batangas

*Responsible for providing an efficient and professional service to customer.*

**DUTIES AND RESPONSIBILITIES**

* Attracts potential customers by answering product and service questions; suggesting information about other products and services.
* Maintains customer records by updating account information.
* Recommends potential products or services to management by collecting customer information and analyzing customer needs.
* Prepares product or service reports by collecting and analyzing customer information.
* Compare a property with similar properties that have recently sold to determine its competitive market price.
* Accompany buyers during visits to and inspections of property, advising them on the suitability and value of the homes they are visiting.
* Prepare documents such as representation contracts, purchase agreements, closing statements, deeds and leases.
* **Juan Carlo The Caterer**

**Administrative Assistant / Sales Officer**

April, 2013- September, 2013

Bauan, Batangass

*Working within a reception environment providing a telephone answering, administration and reception service as well as organizing the post, welcoming visitors and providing hospitality towards guests and clients.*

**DUTIES AND RESPONSIBILITIES**

* Assist clients and promote services through exhibits and food tastings.
* Answer telephones, direct calls and take messages.
* Compile, copy, sort and file records of office activities, business transactions, and other activities.
* Operate office machine, such as photocopiers and scanners, fax machines and personal computers.
* Attend meetings and record and transcribe minutes.
* Train other staff members to perform work activities, such as using computer applications.
* Inventory and order materials, supplies and services.
* Type, format, and edit correspondence and other documents, from notes or dictating machines, using computers.
* Deliver messages and run errands.

**PERSONAL BACKGROUND**

Age : 26 years old

Sex : Female

Date of Birth : 19 May 1992

Place of Birth : Batangas City

Status : Married

Nationality : Filipino

Religion : Roman Catholic

**REFERENCES**

**Mr.Reinier GARCIA**

Manager

Empire East Land Holdings Inc.

Mobile: +639082924882

**Mr. Paolo PLATON**

Operations Manager

LizzardBear Tasking Inc.

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**Ms. Lorie Liza GUTIERREZ**

Team Leader

LizzardBear Tasking Inc.

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*It is hereby declared that the following information is, with all honest intentions, true and precise.*

JOGIE P. COMIA Applicant