



Profile

My determination to be innovative, efficient and willingness to adapt to such change made me a person to be equipped in such job.

CONTACT

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VISA STATUS

Husband's Visa

SKILLS

<u>Bookkeeping skills</u>	75%
<u>Research</u>	95%
<u>Sales and Marketing</u>	85%
<u>SEO</u>	95%
<u>Data Entry</u>	90%

MARY MELLICYNTH E. NUQUI

Administrative Assistant

WORK EXPERIENCE

Administrative Assistant - Maverick Real Estate Brokers Business Bay- UAE March 2023 - To – February-2024

- Gathered all listing information and mandatory documents for listing requirements
- Contacted Property Portal Support for any listing-related problems.
- Updated listings on the CRM and Property Finder, Bayut, and company website.
- Coordinated with the brokers for their listings on different platforms.
- Maintained high-quality score of the listings on each platform.
- Strategically used the listing tools to promote the right listings/properties using Platforms' paid promotion tools.
- Communicated with the brokers to ensure the listing standards and achieving better results on the platforms.
- Ensure the communication & brand guidelines set is being followed even on the listing platforms.
- Answered calls, inquiries, and other staff requests.

Pharmacy Assistant - South Star Drug Inc. Malolos, City - Philippines April 2015-December 2015

- Dispensed medicine as per physician prescription and as per advised by the pharmacist in charge.
- Monthly monitoring the expiration of every drugs.
- Received and processed payments of the customers.

Customer Service Associate- Emirates National Oil Company Dubai- United Arab Emirates May 2013-May 2014

- Established or identify prices of goods, services(admission) and tabulate bills using calculators, cash registers, or optical price scanners.
- Answered customers' question and provided information on procedures or policies.
- Issued receipts, refunds, credits or change due to customers.

**Technical Sales Account Executive- Eunice Incorporated.
Quezon City – Philippines
January 2012 - January 2013**

- Professionally created, maintained and increased sales within the designated/assigned clients by favourably influencing the prescribing habits of the targeted customer.
- Developed and managed the business relationships with the targeted clients and customers focusing on the promotion of the products.
- Arranged and provided continuing education and service to targeted clients.
- Worked closely with individuals responsible in product knowledge dissemination and team members to arrange value added seminars.

**Cashier/ Customer Service Assistant- Mercantile Stores
Group Inc.,
Baliwag, Bulacan – Philippines
March 2009- March 2011**

- Ensured fast and correct processing of sales with the use of Point-of-Sale system.
- Ensured proper usage of company supply and equipment.

EDUCATION

**Our Lady of Fatima University
BS in Nursing
June 2004- March 2008**