



**ROSELLE DEL RIO**

Jamal AbdulNaser Street, Sharjah, UAE  
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Nationality: Filipino

Visa Status: Tourist Visa (Valid until 2 March 2019)

Age: 25 yrs. Old

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**Work Experience:**

**May-December 2018 (6 Months)**

Administrative

*Bilad Sumar Electric Ware Tr. | Ind. Area 3, Sharjah, UAE*

Duties:

- Supporting all types of organizations, businesses and staff members.
- Drafting all documents and telephone calls.
- Handling sales invoice, quotation and purchase orders.
- In charged with VAT return.

**December 2017- February 2018 (Part time 2 months)**

Swimming Coach

*Modern Swim Academy | German International School, Academic City, Dubai, UAE*

Duties:

- Teaching basic swimming lessons for kids and adults.

**3 September 2015 – 30 September 2017 (2 years contract completed)**

Telemarketing/ Receptionist

*Motor Experts Car Trading LLC (SimplyCarBuyers.com) | Sheikh Zayed Rd., Dubai, UAE*

**Duties:**

- Greeting and assisting walk-in customers.
- Attending incoming/outgoing calls, responding to queries and requests from customers.
- Calling potential customers who are selling or buying a car.
- Arranging and following up customer's appointment.

**April 2014 - May 2015 (1 year and 1 month)**

Customer Service Associate/ E-mail Support

*Convergys (Amazon.com) | Bacolod City, Philippines*

**Duties:**

- Managing large amount of emails.
- Placing and shipping customer's ordered products.
- Handling return, refund and replacements.
- Handling complaints.

**Academic Qualifications:**

2010-2014

*Graduate of Bachelor of Science in Business Administration*

**Major in Operations Management**

University of St. La Salle- Bacolod, Philippines

**Skills:**

- Flexible and willing to learn new things in short time.
- Fluent in English with excellent interpersonal skills.
- Knowledgeable in computer (Excellent in MS Excel, MS Word, and PowerPoint)
- Honest, Hardworking with sense of professionalism.
- Excellent organizational and time management skills.
- Can relate well to people from a variety of cultures.
- Can work flexible schedule and High workload.