



CATHERINE OSIAL

CONTACT

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PERSONAL INFORMATION

- Birthdate: 30 October 1985
- Birthplace: Marikina City, Philippines
- Passport No. P6304172B

TECHNICAL SKILLS

- Microsoft Word
- Microsoft Excel
- Microsoft Power Point Microsoft Outlook
- E-mail Signature
- E-mail Management
- Web Research
- General Admin
- Social Media Management
- Website Creation

ABOUT YOUR SELF

I am a well-organized, productive, and industrious individual who is open to learning and embracing novel concepts that may be successfully implemented. I am an effective student and listener who can interact both in an interpersonal setting and with individuals. I have the ability to encourage others and concentrate my abilities to achieve goals.

EDUCATION

VAP Academy (November 2022)

- Certificate of Virtual Assistant Course

Filipino Institute Dubai, UAE (September 2022)

- Diploma of Microsoft Office use

Filipino Institute Dubai, UAE (July 2018)

- Certificate of Secretarial Office Admin. & Management

WORK EXPERIENCE

Sales Assistant / Personal Assistant of Site Manager
(ENOC LLC) 2018-Current Year

- Maintaining client loyalty by providing exceptional service and earning their happiness.
- Delivering high-caliber goods and prompt service.
- Manages office administration.
- Attends to all incoming calls and manages the site's daily needs.
- Collaborates between the management and other employees.
- Handling all supplies and site requirements, including getting in touch with the supplier, placing the order, waiting for the item to arrive, returning the stock, and inspecting the stock. In line with the supplier's invoice, the invoices are entered into the system using SAP (System Application Product).

SEMINAR AND TRAINING

- Managing Customer Service (ENOC LLC)
- Environment Health and Safety (ENOC LLC)
- Fire Fighting (ENOC LLC)
- Basic Arabic Language (ENOC LLC)

WORK EXPERIENCE

Sales Assitant (Ansar Group Company) 2017-2018

- Customer loyalty can be retained by providing exceptional service and satisfying customers.
- Providing rapid service and high-quality items.

Customer Support Representative (Smart Driving Corp.) 2017

- Welcomed clients as they came into the office.
- Spoke with a number of people every day.
- Taking all calls from customers who want to know more about the courses we provide.
- Maintaining the Superior's schedule (calendar) for the students.
- Ensure that all correspondence and reports are handled properly.
- Coordinating with students as their schedules change.
- Advising customers on the best courses that will meet their needs.

Sales Assistant (The Astra Group Inc.) 2013- 2014

- Displaying how to utilise a product and its benefits.
- Using suggestive selling to boost revenue.
- Achieving daily sales targets for a product.