

AMBER EMANUEL

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OBJECTIVE

Seeking new challenges, which can effectively utilize my abilities and in turn enhance my career.

To gain knowledge and experience, using my analytical skills and commitment to perform quality work.

Eager to work in a company with strong executive leadership focused on providing the highest quality service in its business.

To contribute towards the growth and development of a dynamic organization where opportunities to grow both personally and professionally are ample, and where I can utilize my skills and knowledge effectively & efficiently.

EDUCATION

Graduated in Bachelor of Business Administration from Euro College (2016-2019)

O' Level from Sharjah Public School (2015-2016)

PERSONAL PROFILE

Date of Birth: 22 January 1996

Languages Known: English (Fluent), Arabic (Basic), Hindi (Fluent), Urdu (Native)

Address: Flat No 605, Old Nurses Building, Al Butina – Sharjah, U.A.E.

Nationality: Pakistani

Marital Status: Single

Valid UAE Driver's License

COMPUTER PROFICIENCY

Proficient in MS Office Suite (Word, PowerPoint and Excel)

WORK EXPERIENCE

Company: Atlantic Grease and lubricants FZC

Designation: Logistic Department

Duration: January 2021 – Till Date

Job Profile:

- Handling office tasks, such as Making Packing List, Invoices and Bill of Lading
- Oversee Customers based queues and plan and allocate tasks to meet configuration requirements
- Ensure that drivers take the Container to Jebel Ali port before cut off
- Know how to handle Shipping Line like Maersk Line, CMA, Ceekay Shipping, Ravi shipping, Fusion Shipping to do the Booking of the container and Submit Shipping instruction online
- Review Impacts of logistics changes, such as routing, shipping modes, product volumes or carriers and report to others
- Negotiate rates and Contracts with transportation and logistic providers
- Ensure to create Inspection inquiry online on SGS and bureau veritas provide them documents with packing List and performa Invoice make sure the inspector has received all the information about the inspection from You
- Ensuring all the requirements of the customers are met on the time in an efficient and safe manner

Company: Momentum

Designation: Promoter

Duration: November 2020 – January 2021

Job Profile:

- **Set Up and Maintain Demonstration Area**
Keep the demonstration area clean and well stocked with product samples and literature throughout the event.
- **Distribute Advertisements, Promotions, and Samples**
Give out samples, promotional offers, and literature about the company and its products to visitors at events and kiosks.
- **Give Product Demonstrations**
Give live demonstrations to show customers how to use the company's products and how they can benefit from purchasing them. They also handle questions during and after demonstrations to address customer concerns.
- **Sell Products to Customers**
Persuade customers to make a purchase and handle the transaction. Record transactions and inventory levels and process customers' payments.
- **Report Findings from Demonstrations**
Recording customers' reactions and comments during demonstrations and conversations gives. Create reports documenting customers' interest levels and how many samples and promotional materials are distributed on daily basis.
- **Data Collection of consumers**

Company: World Star

Designation: Admin Assistant

Duration: August 2020 – October 2020

Job Profile:

- Handling office tasks, such as filing, generating reports and presentations, setting up for meetings, and reordering supplies.
- Providing real-time scheduling support by booking appointments and preventing conflicts.
- Making travel arrangements, such as booking flights, cars, and making hotel and restaurant reservations.
- Screening phone calls and routing callers to the appropriate party.
- Using computers to generate reports, transcribe minutes from meetings, create presentations, and conduct research.
- Greet and assist visitors.
- Maintain polite and professional communication via phone, e-mail, and mail.
- Anticipate the needs of others in order to ensure their seamless and positive experience.

Company: Umbrella Aegis

Designation: Client Services Executive

Duration: August 2019 – March 2020

Job Profile:

- Maintain client files and portfolios
- Prepare and process client documentation pre and post meeting
- Took initiative to design and implement a tracking system to ensure service completion and follow through on all meetings/transactions which resulted in significantly improved client satisfaction
- Interact with clients on the phone, internet, and face-to-face in a professional manner
- Meet all customer needs and exceed expectations, upholding a strong reputation
- Log all contacts in the client database system accurately
- Generate quotes and timelines for clients as requested
- Suggest additional products and services of use to clients
- Investigate and pursue client leads, expanding the client base
- Conduct basic administrative tasks such as copying and filing

Company: Hayden Auto Parts LLC

Designation: Receptionist

Duration: June 2018 – September 2018

Job Profile:

- Answer phones and operate a switchboard
- Answer inquiries about company
- Organizing the daily workload of administration staff
- Ordering office stationery and monitoring stock
- Providing premium quality support to internal and external customers, as well as to colleagues
- Greet visitors warmly and make sure they are comfortable
- Schedule meetings
- Coordinate mail flow in and out of office
- Coordinate office activities
- Gather personal and insurance information
- Perform basic bookkeeping, filing, and clerical duties
- Prepare travel vouchers and staff accommodation

Company: SOUQ.COM

Designation: Ware House Officer

Duration: June 2017 – October 2017

Job Profile:

- Process, package and ship orders accurately
- Organize stocks and maintain inventory
- Inspect products for defects and damages
- Examine ingoing and outgoing shipments
- Organize warehouse space
- Receive, unload and place incoming inventory items appropriately
- Check, verify and fill customer invoices
- Abide by all company safety and hygiene regulations
- Keep warehouse clean and organized daily

Company: Firefly Arabia

Designation: Product Promoter

Duration: July 2016 – September 2016

Job Profile:

- Provide all the needed information on promoted products and services
- Assist customers in finding the suitable product they are looking for
- Provide advice and guidance on product selection to customers
- Consistently seek new product knowledge to act as an expert for the customer
- Set up booths or promotional stands and stock products
- Arrange merchandise to look tidy and attractive to customers
- Disseminate product samples, brochures, flyers etc.
- Engage with customer and discover their wants and needs
- Submit daily sales report through the company sales app

OTHER PART TIME JOBS WITH INFORMA MIDDLE EAST & MORE:

- VIP Hostess for BRIDE Abu Dhabi and BRIDE Dubai for 4 editions
- Workshops Executive at Middle East Film & Comic Con for 2 editions
- Marketing Runner at ADIHEX for 2 editions
- Features Runner at Najah for 2 editions
- Seminar Area Executive at Tawdheef for 2 editions
- Backstage assistant at Gameson for 2 editions
- Assisted Conferences at ON.DXB
- Registration attendant at Cityscape Global Awards
- Managed Adore stand at Be – Divalicious exhibition

SKILLS

- Good communication skills
- Customer focus
- Ability to handle pressure
- Sincere, Dedicated and Hardworking
- Eager to learn and grow