

**GRACE VALIENTE**

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**Career Objective**

To obtain a challenging role that will utilize my knowledge, strong people skills, organizational abilities and business experience.

**Work Experience**

Clarion Shipping Services LLC 10 March 2014 – 26 April 2018 Receptionist/Admin Assistant

P.O. Box 11089 Abu Dhabi

* Greet all visitors to the office in professional manners
* Handle all incoming and outgoing post and faxes in timely and efficient.
* Assist customer service- revert and update the status of the shipment for client.
* Documentation works like prepare job no. update from the portal of the details and charges.
* Assist with general office administration and handle related accounts required- banking, collecting payment, preparing invoices, receipt, purchase bill, debit note, credit note, filling & binding.
* Follow up clients who owe outstanding balance.
* Assist other departments/ branch with administrative duties as required.
* Liaise with courier deliveries. Prepare airwill bill and track the packages as necessary.
* Order water /refreshment / office supplies as necessary
* Keep reception area /meeting rooms clean and tidy

Arktis Maritime Corporation 29 Jan 2013- 24 Jan 2014 Liason Officer/ Front Desk

Manila Philippines

* Greet the persons entering establishment, determine nature and purpose of visit.
* Receives payment and records receipt of services & additional vessel / position, Visa such as Qatar, China, Saudi Arabia and India.
* Filling & releasing POEA contract, PRC, MARINA and Visa seaman
* Follow-up’s, regarding POEA
* Prepare monthly report request POEA & OWWA processed fee, POEA Embarkation, & OWWA PDOS. Perform any other duties as assigned from time to time.

# Architrave Trading Sept 2011- Jan. 2013 Office / Production Asst.

Mandaluyong City Philippines

* Answering phone call and queries about the product.
* Daily assessment on employee attendance and preparation on DTR
* Takeover to handles schedules for Ban transaction, sample, proposal for submission and approval, billing and collections.
* Prepare and dispatch all offices, sales & production schedules.
* Prepare and release on employee salary.
* Prepare of daily and monthly updates report on all main production
* Canvassing on all request production & construction material, machinery tools & equipment parts and vehicle services parts.

Store Specialist Inc. Dec. 2005- May 2006 Lacoste/Sales Consultant

Rustan Makati

* Responsible to greet the customer and to promote products
* To help the customer in identifying their requirements or assist the customer on selecting the products and answer the customer questions.
* To arrange the merchandise properly and supervise the ordering the supplies
* Report to the store in charges.
* Maximize sales and profitable of the store.

# Educational Experience:

Tertiary: Rizal Technological University

Bachelor of Science in Statistics

Graduated: April 2010

Boni Avenue, Mandaluyong City Philippines

# Personal Data:

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| --- | --- | --- | --- |
| Birth Date | : July 15, 1982 | Birth Place | : Manila |
| Age | : 35 years old | Sex | : Female |
| Height | : 5’2” inches | Weight | : 110 lbs |
| Status | : Single |  |  |
| Citizenship | : Filipino |  |  |
| Language | : Tagalog and English |  |  |

## **Skills**

Computer Literate

MS Office Word, Excel, Powerpoint Effective and efficient interpersonal skills