

ROSHKA MALASAN

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Executive Secretary / Admin Assistant

Al quoz, Dubai. United Arab Emirates



Sales representative / Receptionist

SUMMARY

Highly motivated to all my work experience. Proficient in managing calendars, organizing meetings and events, handling confidential documents, and communicating with others. Possess exceptional communication and interpersonal skills with a proven ability to work independently and as part of a team.

EDUCATION

University of the East (Philippines)

Bachelor's Degree in Tourism Management
2013 - 2017

Infant Jesus Academy (Philippines)

Elementary to Tertiary
2009 - 2013

SKILLS

- Strong organizational and time-management skills
- Exceptional communication and interpersonal skills
- Ability to work independently and as part of a team
- Detail-oriented and able to handle multiple tasks simultaneously
- Experience in managing budgets and handling financial documents
- Oral and written communication skills
- Computer skills (Microsoft office, Window movie maker, etc)
- Professionalism and strong work ethic

PROFESSIONAL EXPERIENCE

Executive Secretary

Shangri - La Plaza Corporation | 2015 - 2017

- Manage the schedules and calendars of the CEO and other senior executives.
- Coordinate and schedule meetings and conferences with internal and external stakeholders.
- Prepare and distribute meeting agendas, minutes, and other relevant materials.
- Handle confidential information and documents with discretion and maintain their proper organization.

Travel Agent / Ticketing agent

Kasri Travel Agency. | 2017 - 2018

- Managed calendars, scheduled appointments, and arranged meetings and conferences.
- Advices the clients regarding their destination, cultures, customs, weather and activities.
- We collect payments and book travel arrangements.
- I also handle travel issues, conflicts and complains.

Sales representative

Oud Dubai LLC | 2018 - 2020

- Performing cost benefit and analyses of existing and potential customers, entertaining positive business relationships to ensure future sales.
- Conducted research and prepared reports on various topics related to the company's products and industry trends.
- As a team leader in the sales in this industry i administrate support, including answering phone calls, responding to emails, and preparing correspondence.

PROFESSIONAL EXPERIENCE

Receptionist / Admin assistant

Perfect Veterinary Clinic | 2020 - 2021

- Managing security and telecommunications systems.
- Handling queries and complaints via phone, email and general correspondence.
- Transferring calls as necessary.
- Taking and ensuring messages are passed to the appropriate staff member in time.
- Managing meeting room availability.

Executive Assistant / HR

Expert Migrates Consultancy LLC | 2021 - 2022

- Attracting and selecting candidates, hiring and promotions, learning and development, compensation and benefits management, and information sharing.
- Managing employee benefits, employee hiring and onboarding, performance management and HR records.
- I am in charge of making sure all paperwork involved with hiring someone is filled out and making sure that everything from the first day to each subsequent day is navigated successfully.

Sales representative (Part timer)

Spret LLC (Tresure rare & Orogold) | 2022 - 2023

- Identifying a customer's needs, pitching relevant products or services, and ensuring they have a positive experience from start to finish.
- Sell products, goods, and services to new and existing customers.
- Build relationships with customers, pitch products or services, negotiate sales prices, contact customers throughout the sales process, and answer any questions customers have about the product.

Admin Assistant

Star Volleyball Academy | 2023 May to November (Part timer - 6 months contract)

- Manage the operation of athletic facilities and/or designated team sports, including team travel, scheduling, practice facilities, security, equipment, and special events, meetings, and receptions.
- Preparing, organising and storing information in paper and digital form. Dealing with queries on the phone and by email. Greeting visitors at reception.
- Assists the Head Coach with all internal matters pertaining to the day to day internal and external development and operations of the volleyball program.

Sales representative (Part timer)

Nova Clinic Aesthetics | 2023 November to PRESENT

- Verifying patient information; record medical history, pre and post photography as needed.
- Identifying a customer's needs, pitching relevant products or services, and ensuring they have a positive experience from start to finish.
- Sell products, goods, and services to new and existing customers.
- Build relationships with customers, pitch products or services, negotiate sales prices, contact customers throughout the sales process, and answer any questions customers have about the product.
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