



# MAE A. SO



## Contact



224 Marina Suite Al  
Barsha1 Dubai, UAE



971563496102



mae\_so32@yahoo.com



## Skills

Microsoft office, Microsoft Excel  
Accounting Basic, QuickBooks,  
Bookkeeping Vat. Telle Sales,  
Adaptability. Motivated and self-  
starter

## Creativity

Google Ads  
Facebook Ads  
Video Editor  
Canva beginner



## About Me

An extremely hard working. high self-motivated and individual with extensive multi-faceted skills experience gained within a variety of areas, including Telle Sales, Customer Service, Receptionist, Logistics Coordinator, Secretary. works well on own initiative.



## Education

AMA COMPUTER LEARNING  
CENTER COLLEGE ( ACLCC )

3rd year course in  
Computer System Design of  
Programming  
1999 -2002 Philippines



## Work Experience

Blitz Migration DCS  
Case Processing  
Consultant / Telle Sales

- Make daily calls to potential clients and evaluate profile edibility.
- Convert all telephone, email or social media inquiries
- As part of your role, you will have to meet sales targets and well answer queries and provide advice on the products you sell.

Newlinks Documents  
Clearing Service

Telle sales / Visa services

- contact potential or existing customer to inform them about product or service using the CRM system
- Asking question to understand customer requirements and close sales

## **Training and Seminar Attended with Certification**

### **Business Accounting**

Emirates Education Center  
Deira Dubai UAE. November  
10,2023

### **Receptionist Office Management.**

Filipino Institute,  
Al Rigga Dubai  
54hour attended.  
November 2020

### **MS- Office Advanced (Microsoft word, Excel and PowerPoint & outlook)**

Karama Language & Computer  
Center Institute (KLCC) 36hours  
attended. May 2011

## **Greest FZCO Company -2019 - 2023 Jabel Ali Freezone Warehouse Assistant**

- Prepares orders by processing requests and supply orders.
- Pulling materials, packing boxes, placing orders in delivery area,
- Complete reports by entering required information.

## **Leuterio Realty Filipino Homes Real Estates Bacolod City Philippines**

Real Estates Agent / Broker

### **Salim Al Toki Freight Forwarder Clearing Cargo**

**Logistic Coordinator /  
Secretary**

- monitoring container movement
- coordinating shipping line for invoice and packing list from the client import and export.
- making shipping instruction the system of the airlines, and amendment if required.

## **Road Transportation Authority RTA**

2016 - 2018 Dubai

**Customer Service /  
Ticketing Agent**