



MAE A. SO

Contact

224 Marina Suite A1
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
atteneded. 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**