



# GEMGEM MEJIA



(+971) 56 712 5537



(+971) 52 581 6059



gemmarosemejia@gmail.com



Jumeirah Village Circle, Dubai, United Arab Emirates

## DETAILS

Date of Birth: 09/11/2001

Marital Status: Single

Nationality: Filipino

## OBJECTIVE

I seek challenging opportunities where I can fully use my skills for the success of the organization. Willing to learn everything that can help me grow and become stronger.

## EDUCATION

2008- 2014

**BOLOSAN ELEMENTARY SCHOOL**

2014- 2018

**PIMSAT COLLEGES DAGUPAN**

2018 -2021

**STI COLLEGE DAGUPAN**

Bachelor of Science in Information Technology (BSIT)

## SKILLS

Customer Service

Database Management

Microsoft Office Suite

Basic Java and Android Studio

Multi-tasking

Canva

Communication and Writing

HTML (Hypertext Markup Language)

CSS (Cascading Style Sheet)

UI/UX

Organization and Management

Creativity

Fast Worker

## CERTIFICATIONS / AWARDS

- Leaders Enhancement of Attributes Program (2018-2022)

## WORK EXPERIENCE

### Reception Cum Sales

Prime Fitness Gym LLC (Dubai, United Arab Emirates) | 2024

- Greeted members and guests, providing exceptional customer service.
- Managed phone inquiries, scheduling appointments, and processing payments.
- Supported membership sales and renewals, updating database records.
- Assisted with marketing activities and promotional campaigns.
- Maintained cleanliness and organization of reception area.
- Provided administrative support and resolved customer issues promptly.

### **Sales Accountant and Logistics**

Marina Yachts LLC (Dubai, United Arab Emirates) | 2023

- **Prepare Quotation and follow-up of the same**
- **Negotiate/close deals**
- **Build strong and successful relationships with clients**
- **Organizing and attending the exhibitions.**
- **Scheduling up coming projects with clients**
- **Responsible for Daily and Monthly Sales**
- **Inventory management**
- **Logistics**
- **Sort Mails**
- **Performs physical count of inventory and reconciles actual stock count to**

**computer-generated reports**

- **Records purchases**
- **Maintains database**
- **Receives, unpacks, and delivers goods; re-stocks items as necessary; labels shelves Processes and/or approves invoices for payment**
- **File documents in physical and digital records**
- **Monitor the team's progress, identify shortcomings and propose improvements**
- **Responding to incoming email and phone inquiries**

### **Receptionist and Admin Assistance**

Advance Care Prosthetics Orthotics Center (Dubai, United Arab Emirates) | 2022 - 2023

- **Applying Insurance for the patients**
- **Doing quotations for Insurance referral**
- **Responsible for Daily and Monthly Sales**
- **Inventory management**
- **Logistics**
- **Maintain calendars for appointments**
- **Sort Mails**
- **Performs physical count of inventory and reconciles actual stock count to**
- **computer-generated reports**
- **Records purchases**
- **Maintains database**
- **Receives, unpacks, and delivers goods; re-stocks items as necessary; labels shelves Processes and/or approves invoices for payment**
- **File documents in physical and digital records**

*This here by certifies that the above information is true and correct to the best of my knowledge.*

**GEMMAROSE B. MEJIA**