



JUDY ANNE MAUPAY

📍 Dubai, Dubai

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Objective;

To work in your company to develop my skills, ability and personality, maintain my dedication and commitment to work and enhance my work experience.

Qualifications;

- Good organizational and time management skills
- Handle and respond to queries from clients quickly, effectively, and accurately
- Strong work ethics and initiative to improve self and service
- Communicate in a positive, supportive way to co-workers & clients
- Computer, Basic Internet / MS WORD / MS EXCEL
- A professional who excels in fast-paced, and multi-task in a busy dead-line driven environments

Languages;

English and Tagalog

Work experience

2023-02 -
2024-05

Sales Marketing Executive Al Malik Documents Clearing Services

Duties and Responsibilities:

- To provide valuable information and resources to leads, building relationships and guiding them towards a purchase.
- To work closely with marketing teams to align sales and marketing strategies, ensure messaging consistency, and optimize campaigns.
- To track and analyze marketing and sales data to identify trends, measure campaign effectiveness, and optimize strategies.
- To use various marketing tactics like social media, email campaigns, and content marketing to attract potential customers.

2022-07 -
2022-12

Sales Marketing Consultant Angels Documents Clearing Services

Duties and Responsibilities:

- To provide superior customer service by making information instantly available
- Demonstrates products and services as considered necessary by management and clients
- Schedules meetings and appointments as necessary
- Answer queries and find the best solution for the client's needs
- Find different ways to sell the products in the phase of a down market by using social media platforms.

2022-01 -
2022-06

Front Office Receptionist Beijing Well Being Acupuncture Therapy Center

Duties and Responsibilities:

- To manage the appointment calendar, ensuring smooth scheduling and accommodating patient needs.
- To accurate patient records, including contact information, appointment history, and insurance details.
- To keep the reception area clean, organized, and stocked with necessary supplies.
- To assist acupuncturist with tasks like preparing treatment rooms and ensuring a comfortable environment for patients.
- To answer incoming calls, taking messages, scheduling appointments, and addressing inquiries about services and pricing.
- To offer outstanding hospitality throughout client visits, aiding positive customer experiences and loyalty

2016-02 -
2019-11

SalesLady Imall

Duties and Responsibilities:

- Helping customers find items in the store.
- Check for the stock at other branches or orders requested by the customers.
- Provide Customers with information about items.
- Keep track of the inventory.
- Closing the sale.

Education

2014-01

President Diosdado Macapagal Memorial National high school

SECONDARY: / 2010 - 2014

President Diosdado Macapagal Memorial National high school
Oriental Mindoro, Philippines.

2010-01

Batingan Elementary School

PRIMARY: / 2004 - 2010

Batingan Elementary School.
Oriental Mindoro, Philippines.