



### **CONTACT DETAILS**

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+97150-1208762

### **ADDRESS**

1103 Gift Land Bldg.,  
Najda St.,  
Abu Dhabi  
United Arab Emirates

### **PERSONAL DATA**

Date of Birth  
**June 17, 1990**

Place of Birth  
**Quezon City, Philippines**

Status  
**Married**

Religion  
**Christian**

Visit Visa  
Visa Validity  
**May 2023**

## *Curriculum Vitae of* **ELEAZER D. SEGUI JR.**

### **CAREER OBJECTIVE**

To obtain a position where I can maximize my multilayer of management skills, quality assurance, program development, training experiences and successful track record in customer service..

### **PERSONAL STRENGTHS**

Strong leadership & success oriented; excellent communication skills; computer literate; competent; strong team player; attention to detail; dutiful respect for compliance in all regulated environment; self-motivated and determined to succeed; intelligence and self confidence; persistence; and open-mindedness

### **PROFESSIONAL EXPERIENCE**

#### **RECEPTIONIST CUM SALES**

**Jan 2020 - 2023**  
**Flowerlab Gifts LLC**  
**Abu Dhabi, UAE**

#### **JOB DESCRIPTION**

- Greet Prospects and Clients in a warm and friendly manner, and answer enquiries promptly.
- Collect new or outstanding payment from Client.
- Print and hand over service invoice accurately using POS.
- Call Clients, to book, remind and follow up on bookings.
- Answer all incoming calls promptly, and record call details accurately.
- Any other adhoc duties assigned by supervisor or Management.
- Explain varies packages to clients according to their needs.
- Help implement plan to promote products to potential
- Develop good relationship with clients
- Offer customer satisfaction

## PREVIOUS WORK EXPERIENCES

### SALES SUPPORT

Dec 2016 – Jan 2020  
Gift Palace Stationery  
Abu Dhabi, UAE

#### JOB DESCRIPTION

- Assist with the day-to-day operation of the company, including maintenance of computer inventory system; supervision of store;
- Timely updates to and maintenance of physical inventory stock and through Tally ERP software program;
- Create/update timely processing of purchase orders utilizing Tally ERP;
- Create/update delivery orders and invoices for valued customers using Tally ERP;
- Prepare quotations and negotiates with clients;
- Meeting, greeting, and welcoming visitors;
- Assist new employees as well as old ones in some cases with provision of ID badges, time sheet, photocopying, sending fax messages, posting notices and mail distribution;
- Take incoming telephone calls, dealing with such calls promptly in a professional manner, and re-directing appropriate calls to other individuals or departments within and outside the establishment; and
- General administrative duties including photocopying, invoicing, collecting cash and other forms of payments from customers.

## TRAININGS AND SEMINARS ATTENDED

- **Nursing Assistant**  
(Podium Medical Training Institute) United Arab of Emirates - Aug 2022
- **National Certificate of Competency for Electrical Installation and Maintenance (EIM)** - March 2013
- **Special Course in Shielded Metal Arc Welding (SMAW)** - April 2015  
St.John Technological College of the Philippines, Novaliches, Quezon City, Philippines
- **Philippine Youth Congress in Information Technology '2k12** - September 2012  
University of the Philippines UP Diliman, Quezon City, Philippines

## EDUCATIONAL BACKGROUND

### College Education:

**Industrial Technology (Major in Electrical)**  
National Polytechnic College of Science and Technology  
Quezon City, Philippines - GRADUATED