

Emma Gabrielle

OFFICE ADMIN

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SUMMARY

My name is Emma Gabrielle and I'm currently looking for admin and finance position. I am graduated with a Diploma in Banking and Finance. I have one and a half years of admin experience and 2 years of marketing experience. I am willing to learn, good time management and a responsible person.

SKILLS

Customer Follow-up	● ● ● ● ●	Friendly	● ● ● ● ●
Database entry	● ● ● ● ●	Adaptability	● ● ● ● ○
Self initiative	● ● ● ● ○	Quick Learner	● ● ● ● ●
Team Player	● ● ● ● ●		

EXPERIENCE

Retail Office Admin

Danish Food Marketing INC *Aug 2019 - Nov 2019*

- To handle various online marketplaces like SHOPER.
- Responsibility for the new sales opportunity, managing sales activities to achieve.
- Handle all inquiries from customers.
- Packing parcel.

Financial Consultant

Money Market Consultancy *Feb 2018 - Aug 2018*

- Tailored financial and insurance plans to best suit customer financial status.
- Approach and meet customers.
- Presentation plan and do quotation to the customer.
- Setup and dismantle fair.
- As a promoter and cashier.

Senior Admin Clerk

JP Morgan Inc *Oct 2015 - Sep 2016*

- Performing data entry for student and payment.
- Document filling and updated record properly.
- Attending customer's enquiries via call.
- Setup and dismantle fair.
- As a promoter and cashier.

Admin Clerk

New Gen Technologies *May 2015 - Aug 2015*

- Prepare documents for apply foreign worker's visa and FOMEMA medical check.
- Perform administrative tasks.

EDUCATION

Diploma in Business Administration

Princeton University Princeton, NJ *May 2013 - Aug 2015*

- CGPA 3.0-3.5
- Involved in Trading activities.

LANGUAGES

English



French



Chinese



German



HOBBIES

Gym, Marathon, Cooking