



GEMGEM MEJIA



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Jumeirah Village Circle, Dubai, United Arab Emirates



<https://gemegem-mejia.vercel.app>

DETAILS

Date of Birth: 09/11/2001

Marital Status: Single

Nationality: Filipino

UAE Driving License (Dubai)

OBJECTIVE

Results-driven and proactive professional with experience in sales coordination, customer service, and administration. I aim to contribute to a dynamic organization in a higher-level role where I can apply my strategic thinking, leadership potential, and strong communication skills to drive business growth and operational excellence. Open to challenging roles with growth opportunities and competitive compensation.

EDUCATION

2008- 2014

BOLOSAN ELEMENTARY SCHOOL

2014- 2018

PIMSAT COLLEGES DAGUPAN

2018 -2021

STI COLLEGE DAGUPAN

Bachelor of Science in Information Technology (BSIT)

SKILLS

- Sales & Client Relations
- CRM & Database Management
- Administrative Operations
- Team Coordination & Scheduling
- Negotiation & Deal Closing
- Microsoft Office Suite (Excel, Outlook, Word)
- Inventory & Logistics Handling
- Basic HTML/CSS & UI/UX Awareness
- Creative Content & Visual Tools (Canva, VN Editor)
- Fast Learner & Adaptive under Pressure
- Strong Written and Verbal Communication
- Multi-tasking and Time Management

WORK EXPERIENCE

Sales Coordinator – Front Desk

Prime Fitness Gym LLC (Dubai, United Arab Emirates) | December 2023 - Present

- Provided top-tier customer service by welcoming members and guests.
- Handled scheduling, phone inquiries, and payment processing.
- Promoted and managed membership sales and renewals.
- Updated and maintained member records in the database.
- Supported marketing campaigns and promotional activities.
- Maintained reception area cleanliness and handled administrative duties.
- Resolved customer concerns promptly and professionally

Sales Accountant and Logistics

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

- **Prepared and followed up on quotations and sales proposals.**
- **Negotiated and closed client deals successfully.**
- **Built and maintained strong client relationships.**
- **Organized and participated in exhibitions and client events.**
- **Scheduled upcoming client projects.**
- **Managed daily and monthly sales reports.**
- **Oversaw inventory and logistics operations.**

Receptionist and Admin Assistant

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

- **Processed insurance applications and prepared quotations.**
- **Maintained sales tracking and managed inventory.**
- **Handled logistics, calendar scheduling, and mail sorting.**
- **Conducted physical inventory counts and reconciliations.**
- **Updated databases and managed filing systems (physical and digital).**
- **Processed invoices and coordinated with suppliers.**
- **Responded to emails and phone inquiries efficiently.**
- **Supported team operations and suggested process improvements.**