**OBJECTIVE:** To advance my career in office management by seeking employment in one of the companies in UAE by obtaining supervisory or managerial post in the future.

**QUALIFICATION SUMMARY:**

*Over 12 years* of profession as Office Staff.

An exceptional employee who:

* encodes purchase order and payment of the customers
* takes and answers telephone calls and messages
* maintains and updates office files, inventory and purchase order of office supplies, mailing list and database systems
* operates office equipment like personal computer, photocopier, scanner and facsimile machine
* communicates with customers, salesman and other officers as the need arises
* proofreads and organizes records, reports and documents
* invoices and printing the sales invoice of the customers
* inventory tools of trucks and stocks in van salesman
* checking of remittance slip vs. Collection slip

**PROFESSIONAL EXPERIENCE:**

October 2003 to present

**TRADEWELL MERCHANDISING** (Monde Nissin Corp.)

Worked as Office Staff – Sales and Accounting

* Acts as a support in ensuring complete, accurate, reliable and prompt sales and accounting information
* Provides monthly report of sales and accounting data
* Coordinates with Salesman and Operational Manager to ensure consistency on key performance

**EDUCATIONAL BACKGROUND:**

* Graduate of Bachelor of Science in Commerce

Major in Finance, 2003

Sacred Heart College, Lucena City

**SKILLS:**

* Capability to produce consistently accurate work even under pressure
* Competence to multitask and manage conflicting demands
* Ability to maintain confidentiality



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