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| New_logo.gif**Whats app Mobile:+971504753686** **Gulfjobseeker.com CV No:260250**E-mail: gulfjobseeker@gmail.com**CAREER OBJECTIVES**To contribute abilities and skills involve in accounting, sales, marketing and other areas of administrative operation in a prestigious organization and to further acquire knowledge and expertise in varied job designation in order to attain excellence for continuous career growth and advancement.* With 8 years comprehensive Gulf experience
* Ability to organize and achieve tasks in efficient and effective manner.
* Self-motivated, team-player, exceptional analytical

**SKILLS*** MS Office ( WORD,EXCEL,POWERPOINT,OUTLOOK )
* Internet Savvy
* Enthusiastic in learning new software relevant to the job.
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***WORK AND PROFESSONAL EXPERIENCES***

**ADMIN OFFICER**

**Levante Trading**

**May 7 2014-Dec.15 2015**

* Manage business operations to meet customer expectations and company goals.
* Assist Managers in day-to-day coordination and management of business operational activities.
* Identify problems in operations process and resolve them in quickly and timely manner.Train newly hired staff and arrange on the job trainings for the existing staff to enhance employee motivation and productivity.
* Oversees and administers the day-to-day activities of the office; develops policies, procedures, and systems which ensure productive and efficient office operation
* Oversees the operation of office accounts, and plans and monitors expenditures; as appropriate, develops and/or coordinates budgets for the office and associated accounts
* Performs research and analysis on specific issues, as required, and independently prepares non-routine letters and/or reports, which may be highly sensitive and confidential in nature. Serves as the primary point of administrative contact and liaison with other offices, individuals, and institutions on operational and programmatic matters concerning the Office.

***Performs miscellaneous job-related duties as assigned (LOGISTIC, SALES/PROJECT COORDINATOR &ACCOUNTS ASSISTANT))***

* Coordinate the complete cycle of the export and import of products. Preparing Purchase Order, direct negotiating with the supplier as well as the customer. Arranging shipments for import and export by sea/air freight. Preparing Letter of Credit import and export. Sales report, Petty Cash and company expenses monitoring.Making pricelist to all kinds of products Negotiating the customer in terms of price, discount, products, thru telephone and email enquiries.
* Act as a bridge between the company and its current market and future markets. Provide the customers with quotations. Manage and coordinate project tasks to ensure project delivery within allotted budget and timelines. Liaise between customer, supplier and management to ensure smooth operations delivery. Maintained the major and general activities of the inventory or warehouse and also looked after the pallet distribution procedure.
* **Prepare and arrange Letter of Credit in Bank.**

**ADMIN OFFICER/SALES SUPERVISOR**

**Gulf Performance Parts**

**April 2013- May 2014**

* Compilation of weekly overview sheets to all departments including communication and administration. Source of business trends, enquiry conversion rates, future predicted sales and other reports as directed by the sales manager
* Conduct orientation programmers for new employees, interview job applicants. Involved in staff training and development, preparation of job descriptions, staff assessments and promotions maintain management information systems (manual or computerised)
* prepare annual estimates of expenditure, maintain budgetary and inventory controls and make recommendations to management, administer salaries and determine leave entitlements
* Assist Managers in day-to-day coordination and management of business operational activities

***Performs miscellaneous job-related duties as assigned(LOGISTIC, ACCOUNTS ASSISTANT)***

* Supervise and coordinates the daily activities of sales representative engaged in promoting a product. To respond quickly and efficiently to all in-coming sales enquiries, by telephone, fax and email, preparing brochures as required. Coordinating and supervising day to day sales effort of the team.
* Responding to and coordinating all internal meeting requests To record the progress of all enquiries and translate into a monthly report, including
* Ensure an efficient tracking system of all event paper-work. Up-keep of a client and agents database – updating where necessary to allow effective promotions
* Handles petty cash, cash flow, monthly salary, and company expenses/profit
* Coordinating and arranging the agent for the customer order, preparing supplier purchase order by sea or airfreight, negotiating and arranging big shipments.

**ADMIN OFFICER/SALES COORDINATOR**

**AnsarHarford Toothpaste Manufacturing LLC**

**January 24 2008-March 20 2013**

* Monitors Daily Stocks position (Finished Goods, Packing and Raw Materials) according to

customer requirement versus production.

* Ensures that sufficient materials are available on time to maximize production capacity.
* Monitors daily assembly production personnel for the timely completion of finished goods

for on time delivery.Prepares daily schedule for processing the toothpaste brands based on

forecasted arrival of materials.

* Coordinates with the supplier ahead of time on any materials shortages that may cause

production delay. Closely coordinate with all the customers with their respective orders and

 schedule of delivery.

* Prepares weekly schedule and compliance report to be submitted / presented to all directors.
* Manage the movement of the products/equipment/materials in and/or out of the factory/country. Handle and prepare accounts for the company.
* Prepares monthly salary for the employee. Respond to and follow-up inquiries by telephone and

 emails. Prepares and do accounts for auditing of the company. Keeps file for office staffs records

and gather requirements for employment and residence visa preparation.

**HR AND ADMNISTRATION OFFICER**

**Jungle Freeze Food Corporation**

**March 2007– October 2007**

* Preparation and distribution of weekly and monthly payroll for the employees.
* Handles and prepares 13th month pay or on leave pay.
* Monitoring and handles employees. Supervised daily, weekly and monthly inventories.
* Interviewing applicants. Assist newly hired applicants, and end of contract employees. Prepare and handles benefits of the employees like (SSS, PAG IBIG, PHILHEALTH) for the monthly remittance payments. Handling all customer calls, franchising, comments and inquiries. Supervise the receiving and delivery and records the same.
* Directs and manages the company policies, rules and regulations. Coordinate company programs as approved by the president to ensure attainment of company goals.
* Coordinate and monitoring of rotations and time keeping.
* Drafted letter and memoranda upon the instruction of the general manager.

**ADMIN STAFF**

**PACIFIC CEBU RESORT**

**June 2006- November 2006**

* Prepares reservation for the guest of their trips and activities.Prepare and issuance for rent a car. Entertain guest. Handling all calls from guest, front office and other department.
* Filing and checking all guest check before submitting to the accounting department.

**SALES COORDINATOR**

**MOTHER OF PERPETUAL COPY PRINT**

**January 2005- May 2006**

* Handling all complaints, orders and other inquiries calls. Encode and record all documents and checking all files. Cooperate with the customers and provide information regarding prices and orders.
* Assisted in preparation of payroll and checking DAILY TIME RECORD (DTR)

**PERSONAL DETAILS**

Date of Birth : December 24, 1982

Civil Status : Single

**EDUCATIONAL BACKGROUND**

Graduate : PATTS COLLEGE OF AERONAUTICS

 Bachelor of Science in Tourism

Year Graduated: March 2006

The HR Department

Sir/Madam:

I am interested in applying for the above position. Hardworking and dedicated individual, I take keen interest in applying for a full-time position in your company.

I feel that my knowledge, willingness and interest in your company will make me a good candidate and I am sure that working in your company would provide me with the opportunity to further develop my skills, as well as allow me to contribute to your goals in a productive manner.I am also willing to learn and excel at new technologies as needed. Attach my CV for further details on my qualifications and work experiences. I can be reach anytime thru my mobile phone or email account.

Thank you for your time and consideration. I look forward to speaking with you about this employment opportunity.