**AILEEN**

[**AILEEN.285376@2freemail.com**](mailto:AILEEN.285376@2freemail.com)

***POSITION DESIRED:***

COMMERCIAL & ADMIN ASSISTANT / OFFICE CLERK / PURCHASE & SALES ADMINISTRATOR / RECEPTIONIST

***CAREER OBJECTIVE:***

To occupy a certain position in an institution where I can contribute to its ultimate success and profitability through the application of my acquired knowledge and experiences.

***SUMMARY OF SKILLS & EXPERIENCES:***

* Highly skilled individual with over 8 years’ experience in Office admin & secretarial works.
* Proficient in all office applications.
* With good organizational skills,.
* Strongly motivated and with excellent working habits.
* Strong sense of responsibility and desire to get things done properly.

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***SUMMARY OF DUTIES & RESPONSIBILITIES:***

* Greet visitor, customer & clients. Answer their queries & assist their needs.
* Answer telephone queries from customers.
* Purchase, receive & store the office supplies ensuring that the basic supplies are always available.
* Evaluating new equipment & techniques.
* Organize & schedule meetings & appointments.
* Produce & distribute correspondence memos, letters, faxes & forms.
* Prepare weekly working schedule of the employees assigned in the site.
* Undertake other duties such **BANKING, CREDIT CONTROL OR PAYROLL FUNCTIONS & PETY CASH.**
* Transact employees government contributions such as (SSS, PHILHEALTH & PAG-IBIG)
* Sort & distribute incoming mails to areas & staff within the organization & dispatch outgoing mail.
* Maintains supplies inventory by checking stock to determine inventory level.
* Recording, maintaining & monitoring attendance to ensure employee punctuality.
* Make travel, meeting, hotel arrangement & other arrangements for the staff.
* Following up purchase orders to the suppliers.
* Review vendor acknowledgment to ensure all details are in accordance with original purchase order placed.
* Process sales order, purchase order & sales return from the shops.
* Check the orders including the correct prices, discounts and product numbers and enter them into the company’s computer system (**BAAN SYSTEM**)
* Send confirmation to customers and contact them to check any details that may be wrong or to obtain missing information.
* Provide information on sales by product line or territory that sales managers use to prepare reports and monitor performance.
* Responsible for processing orders received through telephone call and e- mails.
* Maintain sales records and update customer records.
* Maintain the momentum of delivery & communicate with manufacturing to agree on delivery dates and deal with the technical department to resolve any product or technical queries.
* Handling customer requests& maintaining good relations to them.
* Hitting daily sales targets.
* Maintains customer confidence and protects operations by keeping information confidential.
* Maintains important files / reports of the department
* Conducting regular checking and verification of products order before forwarding to production departments.
* Ensure delivery of orders within committed delivery time to Customers.
* Provide product status updates and adjusts activities as needed to meet product timelines.
* Preparation of delivery receipts, stock transfer receipts, and transfer slip prior to delivery to shop.
* Prepare all needed documents of product delivery department (checklist of products, OBC (Order by customer)).
* Responsible for reviewing of orders from the shop.
* Coordinate the delivery regarding exportation of ordered Goods.
* Executes documents and distributes reports on a frequent basis to production personnel for production targets and for use in decision making.
* Works with Production managers to develop/maintain product delivery schedules.
* Entertain walk‐in customers and attend all their requests
* Proactively acknowledged, greeted and assisted customers in store.
* Served multiple customers, discovered their needs, and made recommendations to generate sales.
* Maintained working knowledge of store’s policies and procedures.
* Merchandised, stocked and replenished the selling floor constantly.
* Offered customers with exemplary and timely service. And Recommended alternative purchase choices.

***EXPERIENCES:***

August 2015 to April 2016

**ADMININSTRATIVE STAFF**

Philippine Geosynthetic Incorporated

Manila, Philippines

November 2014 to June 2015

**PURCHASING & SALES ADMINISTRATOR**

**Logistic Department**

Qatar Luxury Company (Chalhoub Group)

Doha, Qatar

June 2006 to September 2014

**PLANT/PRODUCTON COORDINATOR**

Earthgrain Incorporated (GOLDILOCKS)

Davao City, Philippines

November 2003 to April 2004

**SALES ASSOCIATE**

SM City Davao

Davao City, Philippines

***EDUCATIONAL ATTAINMENT:***

**COLLEGE:**

**SURIGAO DEL SUR STATE UNIVERSITY**

Cantilan, Surigao del Sur Philippines

Bachelor of Science in Industrial Technology

Major in Computer Technology

2003 Graduate

**SECONDARY:**

**SAINT MICHAEL’S COLLEGE**

Cantilan, Surigao del Sur Philippines

1999 Graduate

**PRIMARY:**

**P.E.S ELEMENTARY SCHOOL**

Surigao Del Sur

1995 Graduate

***PERSONAL DATA***:

Nationality : Filipino

Age : 32 years old

Civil Status : Single

Religion : Roman Catholic

Language Spoken : English, Tagalog