**Alodia**

**Alodia.302321@2freemail.com**

**SUMMARY OF QUALIFICATION**

* Sales Administrative professional with 10+ years’ of experience
* Experience in coordination of marketing and advertising tasks and Knowledge about sales procedure and customers’ requirements
* Proven highly organized, efficient and skilled in a variety of office support task.
* Proficient in providing project support to different work teams based on standard procedures and policies
* Demonstrated ability to provide administrative services to senior managers
* Able to handle accounts and perform all clerical and secretarial duties
* Ability to handling confidential task and keep track of records and files
* Strong-minded individual who has the potential to lead the staff while exceeding the expectations of the employer
* Proficient in MS Word, MS Excel Outlook, Pivot, PowerPoint, WebEx, CRM, SAP, ERP, Tally, Peachtree, Hyperion BI applications
* Driving License on process at this moment

**PROFESSIONAL EXPERIENCE**

Admin Officer Jebel Ali, Free zone

***KTCI- Key Technetronic Communication & International FZCO*** *January 2016 to present*

* Provide full administrative assistance mainly to the Executive Manager of Middle East
* Coordinate all travel arrangements for the company; research and make flight, hotel and rental car reservations in accordance with company policies and to obtain most economical and efficient travel.
* Create travel itinerary and schedules in accordance with authorized travel requests.
* Assisting for general office responsibilities includes: fielding telephone calls, receiving and directing visitors, word processing, creating spreadsheets and presentations, and general clerical duties like mailing, filing and carry out other administrative duties as needed.
* Person in charge in the office, handling petty cash, monitoring of monthly expense of the company
* Handling and process the application in Dubai Trade/JAFZA portal such as renewal of resident visa, lease, trade license, vehicle or other documents needed by operation.

Gen. Admin Officer/ Sales Admin Coordinator Jebel Ali, Free zone

***TIMKEN – Middle East FZCO*** *June 2014 – October 2015*

* Performs administrative and office support activities for multiple supervisors
* Compile periodic reports of all sales activities and reporting the results to the director
* Provide administrative and executive support within busy office. Manage executive team’s calendar; plan client meetings; prepare reports, spreadsheets and presentations; manage records; and administer database.
* Handling petty cash and Purchased and maintained office supply inventories, and being careful to adhere to budgeting practices

## Recorded, transcribed and distributed minutes of meetings

* Opened, sorted, and distributed incoming messages and correspondence
* Obtain visas from other Embassies in UAE for staff members for their business travels
* Prepare departmental correspondence, documents, weekly & monthly reports and presentations
* Provide and assist the new employees, collect and prepare all necessary requirements to ensure the employment contract, visa and medical insurance will be process accordingly.
* Managed the submission, and renewal, follow-up and collect all new employment visa, dependent visa, to ensure the visas are processed on a timely manner.
* Monitored and prepare all documents needed for the renewal of Trade license, company lease, vehicle registration, vehicle renewal, PO Box and other business permits requires by the government and legal authorities

Admin Assistant and Sales Coordinator MAI Tower, Al Nahda Dubai UAE

***MEMARI Group of Companies*** *May 2012 – May 2014*

* Led business functions in the administration department of large health care system.
* Enabled informed business decisions throughout the organization by provision of relative research, analytics and data.
* Negotiated and managed contracts, vendor relationships, real estate agreements, equipment leases and other resources.
* Recruited, onboarded and supervised administrative workers in multiple departments.
* Managed procurement and inventory for office supplies, equipment and services.
* Ensured full compliance in all employee travel and expense reports.
* Administered and managed budgets to maintain financial security of the organization.
* Prepared and reconciled banking statements.
* Managed distribution of invoices and bills to appropriate departments for initial review and approval toward payment.
* Administered employee files, personnel records, benefits programs and risk management assessments.
* Attended training sessions, workshops, events and trade shows as directed.
* Administered employee recognition programs, evaluated nominations and awarded designations and benefits.
* Assisted in screening incoming calls and determined to whom and when they could speak with specific individuals
* Managed procurement and inventory for office supplies, equipment and services.
* Handling the petty cash and Ensured full compliance in all employee travel and expense reports.
* Provide full support and coordination in Sales department such as; daily reports, call cycles and calendar, itineraries, flight and hotel bookings,
* Distribution of incoming and outgoing documents and Maintained proper filing system for the department
* Processed application of medical insurance for new employees and monitored leave request
* Prepared business correspondence such as Salary certificate and letter for bank, government authorities
* Monitored all returned check and deposit to the bank from the tenant/clients.
* Check credit payment collection from ledger maintenance

Account Sales Coordinator Paranaque City, Philippines

*Zuellig Pharmaceutical Company October 2009 – March 2012*

* Sell pharmaceutical and consumer products
* Informed customer about principals' and Company policies and regulation;
* Maintained excellent regulation with Principals and Trade customers: Develop the company’s leadership in the pharmaceutical industry.
* Deal with customer clients and top doctors, make an outbound/incoming calls and render best service by providing product info, orders and delivery reminders and answer basic inquiries of customer, follow and implement set guidelines and procedure in processing order.
* Encode / Entry orders from the customer, medical representative, hospital and doctors.
* Monitored and informed the customer regarding the Credit Status and other Account deliverables and serviceability
* Update customer on price changes, new and/or highlighted products, new forms/dosage/packaging and promotional activities;
* Under take surveys as requested and expedite special assignments related to the job, Consolidate and submit feedbacks on Customers' comments, suggestions and recommendations to Department Sales Manager.

Admin Assistant / Purchasing in-Charge Trece, Cavite City – Philippines

*Asia Metal Trading Corporation June 2007 – August 2009*

* Administered employee files, personnel records, benefits programs and risk management assessments.
* Prepared monthly statements and reports for Corporate Office, AP / AR/ Petty cash / Bank reconciliation.
* Acts as company purchaser, in-charge in canvassing of price quotation from supplier.
* Prepare and process of payments all administrative expenses and monitor payable and process of payments.

Branch Sales Consultant Makati City, Philippines

***CITIFINANCIAL*** *March 2006 – February 2007*

* Performs strong clients/customer orientation regarding the benefits of personal loans.
* Assisting and entertained the prospecting clients thru various methods such as personal conversation or inquiry via telephone calls to ensure personal loan are properly discussed.

**EDUCATION**

**New Era University** **Diliman, Quezon City Philippines**

*Bachelor of Business Administration major in Management, May 2000*

**References -** Available on request