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**CATHERINE**

Mobile No. C/o 0505891826

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**CAREER OBJECTIVE:**

To obtain a position that would best fit my qualifications and further develop my talents and skills for continues career improvement.

**SKILLS:**

* Computer Skills (Internet, Microsoft Outlook, Microsoft Word, Excel & PowerPoint).
* Communication Skills ( Verbal & Written)
* Customer Service Skills
* Interpersonal Skills
* Document Management Skills

**PROFESSIONAL EXPERIENCE:**

**Archives Clerk/Secretary**

**Eastern Commercial Agencies LLC. , Deira, Dubai –UAE**

**February 20, 2016 – February 20, 2018**

* Answer telephone calls and does the clerical duties.
* Arranging and scheduling appointment meeting of Managing Director
* Checking emails for Managing Director
* Respond to email enquiries and correspondences.
* Sorting and distributing incoming mails from post
* Arranging and handles courier, i.e. dispatch / receives parcel and document.
* Sorting, Filing and maintain the documents
* Maintains confidentiality of documents and information received.
* Handling correspondence through received emails
* Handling of Renewal Visa Application processing through online (EDNRD) portal.
* Handling of Renewal of Car Insurance
* Handling the renewal of Staff Medical Insurance
* Ordering Stationaries Supplies

**Office Staff**

**Ramesh Trading Corporation, Pasay City, Philippines**

**October 2013 – August 2015**

* Prepares item barcode for customers and stores.
* Prepares item carton labels for customers and stores.
* Prepares other item barcodes such as Exhibit Tags for events, PNG export and

box numbers for cartons.

* Prepares item sales history, summary report needed in generating the barcodes for logistics reference.
* Prepares daily sales report and stock movement report for store promodisers.
* Prepares SM Sample Tags for SM concession and outright stores.
* Encodes daily sales report from SM Homeworld, Ace Hardware and Metro Gaisano stores consignment in Microsoft Excel.
* Prepares and checks stock transfer withdrawals as per request of Logistics.

**Sales Supervisor**

**COLLINS Distribution Development International, Paranaque, Philippines**

**January 2013 – May 2013**

* Supervise sales operations for account executives.
* Supervise field marketing and sales force.
* Supervise the account team for receivables & collection.
* Follow-up leads and samples provided by sales team.
* Implements sales strategies for selling products and services.
* Builds new customer base for increasing the sales.
* Provides prompt and good quality service to the customers.

**Account Executive / Receptionist**

**COLLINS Distribution Development International, Paranaque, Philippines**

**June 2011 – December 2012**

* Attends the incoming calls.
* Answers the customer’s call for queries.
* Forwards calls to the concerned person.
* Assists the visitor’s.
* Generates daily call reports.
* Conducts telemarketing.
* Distributes proposal to offices for conducting demos.
* Promotes Fissler brand and Solingen products.
* Sells Fissler brand of cook wares and Solingen products.
* Offer and sells Solingen knives to the markets.
* Delivers the ordered items to the customers.
* Coordinates with accounts receivable for collecting the balances from customers.
* Collects the balances every 15th and 30th of the month.
* Prepares invoices and delivery receipts.

**Claims Processing Assistant**

**St. Peter Life Plan Inc., Quezon City, Philippines**

**November 12, 2003- March 12, 2007**

* Answers the customer’s call for queries.
* Attends the customer’s call for follow-ups and mortuary tie-ups.
* Process claims and mortuary service payables.
* Evaluates the processing of death claims and mortuary service payables.
* Encodes death claims for processing, cash surrender values and mortuary service payables in Microsoft Excel.
* Prepares monthly reports for the uncollected balances of mortuary tie-ups in Microsoft Excel

**EDUCATIONAL BACKGROUND:**

Bachelor of Science in Nursing 2007 - 2010

Southeast Asian College, Inc.

E. Rodriguez Sr. Avenue Quezon, City

Bachelor of Science in Psychology 1999 - 2003

Centro Escolar University

Mendiola, Manila

**PERSONAL DATA:**

Date of Birth: June 22, 1980

Civil Status: Single

Nationality: Filipino

Visa Status: Visit/Tourist Visa

I hereby certify that the above information is true and correct to the best of my knowledge and belief.

Catherine