*equote from the document or the summary of an interesting point. You can position the text box anywhere in the document. Use the Text Box Tools tab to change the formatting of the pull quote text box.]*

**Evelyn**

**Evelyn.325820@2freemail.com**

**CAREER OBJECTIVE :**

To land with a challenging job in the field of – **Secretarial**  / **Retail Sales Management** / **Logistics / Procurement** / **Customer Service** wherein I can share and apply my gained knowledge, skills and capabilities for the growth of the company.

**PROFESSIONAL HIGHLIGHTS :**

* Experienced in secretarial **/** data entry, document control, and administrative functions.
* Experienced in retail sales management/operation- purchasing, merchandising etc.
* Experienced in shipping management (import & export), arranging documents for customs clearing and delivery of goods.
* Experienced in accounts – payables, collectibles, bad debts, invoicing & swift transfer.
* Customer enquiries and email correspondence management.
* Knowledgeable in booking air tickets and hotel room.
* **Customer service oriented.**
* Computer Skills : **Peachtree**, **MS Office** : Excel, Word, Paint, Outlook and Adobe

 Acrobat,

**EDUCATIONAL ATTAINMENT:**

**Bachelor of Science in Foreign Service**

Lyceum of the Philippines University

Manila, Philippines

**PROFESSIONAL EXPERIENCES:**

***Company Secretary - supports HR, Accounts, Logistics, Estimation Dept.***

**GLASSLINE INDUSTRIES L.L.C.**

ICAD 3, Musaffah, Abu Dhabi, United Arab Emirates

Feb. 2014 – Feb 2016

***Secretary /Logistics & Sales Coordinator***

**ARCADE TRADING COMPANY W.L.L.**

Abu Dhabi, United Arab Emirates

Sept. 2010 – December 2013

Job Description :

* Directly reports to the General Manager.
* Deal with incoming emails.
* Prepare quotation.
* Prepare submittals for final presentation and approval of offered materials with the issued quotation.
* Coordinate both with the suppliers, clients and with the warehouse staffs.
* Places order to suppliers both local and overseas.
* Prepare and sends order confirmation to clients.
* Deal with forwarders for shipment of ordered goods both from suppliers and to clients.
* Prepares needed documents for customs clearing of arrived shipment and documents of materials for deliveries.
* Prepare Swift Transfer request and payment to principals.
* Encode and update sales record, and stock list and receipt voucher.
* Manage both collectible and payable invoices.
* Prepares payment for due invoices, bills and for other payments.
* Prepare SOA.
* Manage post-dated cheques and bank records - update bank position whenever there are new transactions and check/verify record with the monthly bank statement.
* Issue receipt of cash/cheque payment received.
* Handle & manages the petty cash.
* Attend phone calls.
* Keep both the suppliers and clients’ correspondence file.
* Prepare staffs salary.

***Sales Supervisor* L.A RTW Shoppe**  October 1998 - July 2010

Imus City, Philippines

***Secretary* SONY Philippines** Sept 7, 1991 – Dec 1996Marulas, Valenzuela City