**JEAVIL**

[**JEAVIL.332529@2freemail.com**](mailto:JEAVIL.332529@2freemail.com)

**PERSONAL SUMMARY**

A hard working and motivated Officer In-charge from an administrative and collection background who has experience of office management and a highly-energeticSecretary that provides office support working closely with management with a great time management and multi-tasking abilities with a goal to contribute to the efficiency of the overall business by ensuring all assigned administrative duties are carried on timely and efficiently

## Summary of Qualifications

* Ability to manage staff, effective organize task and process, and work efficiently under stress
* Ability to organize individuals and negotiation skills
* Ability to monitor work perform by staffin order its completed on time, within budget and meets high quality standards
* Developed ability to work in a fast-paced atmosphere
* Maintained excellent customer relations and developed customer rapport
* Diplomatically resolved customers complaints on as-needed basis
* Ability to follow instructions well and make decisions with no supervision
* Maintained all record-keeping procedures without error
* Delegated responsibilities to employees to meet company’s expectations
* Effectively developed telephone communication skills
* Skilled in learning new concepts quickly.  Working well under pressure and communicating ideas clearly and effectively.

## CAREER HISTORY

## OFFICER IN-CHARGE/COLLECTION OFFICER

## TELAN HIPE FLORE TELAN & ASSOC.

## Tiano Bros. corPacanaSts., Cagayan de Oro City

## June 2015 to October 2016

* Working a group of assigned accounts through  inbound/outbound calling and other related collections activities for late stage collections accounts;
* Making suitable arrangements for repayment of arrears with client's, providing solutions
* Receiving inbound call from clients, discussing the current status of their account
* Undertaking an assessment of a client's application for financial assistance and working with the Hardship team to provide suitable financial assistant an allowing client's to overcome their financial difficulty
* Conducting skip tracing using various tools to locate customers who are no longer contactable
* Educating delinquent customers to prevent future arrears

## Customer Service Representative

## Inland Warehousing & Logistic

## MEPZ1, Ibo, Lapu-lapu City

December 03, 2013 to June 15, 2015

* Close coordination with key person in charge from customer to keep harmonious working relationship.
* Prepare monitor and submit Daily Progress Report (DPR).
* Checking and billing invoices in accordance with customer approved charges as well as buying and selling rate as reference.
* Report significant events to my immediate superior for the purpose of updates, consultation, prioritization and execution.
* Render some special assignment inside and outside of my official working area and/or job description if needed and or as required.
* Monitor and provide accurate information on incoming customs released cargo and update the status of outgoing shipments to clients and/or end-user. Ensures correct quantity and good quality of cargo upon arrival and prior to its delivery.
* Coordinates with other department to ensure that instructions and requirements of clients are met on a timely manner; coordinates with clients any discrepancy found by incoming shipments and outgoing deliveries.
* Sends Proof of Delivery (POD) to client and/or end-users as required.
* Responsible for the turnover of all received DR's and other required documents for proper billing.

## Chief Admin Officer/ HR Personnel

## Sequin Mining Corporation/Comcewide International Corp. & Sequin Group of Companies

## Unit 112 11th Floor PRYCE Tower Condominium J.P. Laurel Ave., Bajada Davao City

January 24, 20111 to October 15, 2013

* Direct report to the President and General Manager.
* Process and administer Import/Export Bureau of Customs Requirements, AEP/VISA/PRC Alien License/SSS/HDMF/PHIC/Renewal of Permits.
* Monitors employee attendance, maintain employee records (201 File), and assist employees with concerns on human resources policies company’s & procedures.
* Supervises the office and maintain legal & corporate documents.
* Handle or Assists any task needed for company functions and verifying company assets in mining site.
* Carried out tasks such as writing and maintaining documentation and getting ready reports and statistics as required.
* Developed and implement various administrative procedures to improve productivity and ensure smooth flow of day to day operations.

**Secretary**

**PROBIOTICS INC. (YAKULT)**

Don Julian Road Doña Pilar Davao City 8000

January 7,2008 to January 10, 2011

* Provide office support, working closely with management and arrange meeting scheduled including booking of conference room and arranged of refreshments for meetings and any other general requirements.
* Daily posting on consumers list (Booking and Route) Sales, Visitations, Stock Balances
* Highlight – updating of showcase brand of outlet and monitor sales of showcases
* Monitoring of New, Resting, Revived and Stop Buying outlets, monitoring of sales per outlets with showcase and update showcase record.
* Encoding and Posting of Sales Invoice
* Prepare and record Daily Cash/Charge Sales Collection
* Visit outlets regularly and make travel arrangements and accommodation reservation.
* Recruiting, training and supervising junior staff
* Handling correspondence
* Coordinating mail-shots and similar publicity tasks

**Administrative Staff**

**Asian Int’l. Community Information Inc. (The Daily Manila Shimbun)**

# 34 Jupiter St. BEL-AIR Village Makati City ( Cebu Branch) M.L. Quezon Ave. , Casuntingan, Mandaue City

April 09, 2003 to September 2007

* Circulation Department
* Finance & Accounting Department
* Advertising, Sales & Marketing Department

## EDUCATIONAL ATTAINMENT

Graduate in Bachelor of Science in Secretarial/Office Administration