**Jenny**

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**PROFILE: Sales Coordinator with IT infrastructure/logistic import-export/Accounts receivable/Customer Service Executive/Purchaser/Accounts receivables/documentation/Event Coordinator back ground**

**Employment History:**

**Sales Coordinator/Purchaser/Logistic Coordinator/Customer Service Executive**

***Malco Technologies LLC***

***Dubai United Arab Emirates***

**Jan 2013 – February 2017**

Prepares quotations for client inquiries.



Prepares costing before issuing the quote to the customer’s inquiries.



Quotations follow up to client to get an order.



To arrange schedule of deliveries to client for import/export and local deliveries.



Coordinating between the sales team and the customers as part of customer service



Payment follow-up and preparing the invoice after the deliveries for payment purpose.



Send inquiries to supplier base on Client requirements, and prepare the costing based on cost price



Issuing Purchase order to supplier based on client requirements and stock order if required



To monitor the stock for fast moving items and place an order to supplier for stock.



Coordinating with supplier for shipment collection and lead time schedule.



To arrange forwarder for shipment collection from the supplier/factory.



To find forwarder who can provide good service for import shipment with best rate possible, and monitor the shipment status once it is collected from the factory, including custom documentations, clearing and delivery up to warehouse. Then to schedule the delivery to the customer as well.



During Gitex Technology Week, being in-charge to arrange the stand in DWTC for the event.



Arranging meetings and to look for the best contractor who can support during the event, and managing the stand from the preparation up to the last day of the event. Coordinating with suppliers and customers as whole.



Monitor Payment due dates to supplier as well as the receivable from the customers



Managing the business from A to Z in the absence of the manager. Handling customer and supplier complaints.



**Logistics/Accounts Assistant**

***Misano Middle East FZ-LLC***

***Ras Al Khaimah U.A.E.***

***01 June, 2011 – 31 September 2012***

Registration of monthly invoices and receipts in IRIS program based in Italy.



Monitor and reconcile of 5% custom deposits made of our import and export sales.



Issue checks payment to suppliers and issue payment for 5% custom deposits.



Monitor everyday bank balance to avoid bouncing checks.



Prepare telegraphic transfer as payment to suppliers.



Monitor supplier payment due date.



Prepare monthly salary of staffs.



Follow up clients payments.



Prepare weekly balances of payments, receivables as weekly report to the General Manager.



Processing of customs documents for import and export Goods.



Follow up original Documents from supplier of import Goods to be send to freight Forwarder Company to release good from the port.



Issue Checks as payment for the 5% custom deposit of export Goods and import goods.



Prepare Custom exit/Entry and other related documents.



Arrange certificate of Origin from Chamber of commerce.



Completing the documents required for refund of 5% deposits.



Prepare sales order of clients.



Reconciliation of goods at hand, on board, outgoing and incoming goods to forecast the export delivery schedule to the customer according to the delivery date from their sales order.



Communicate with freight forwarder to schedule the delivery of goods from port to our warehouse and also to monitor the cutoff date of the vessel for exporting goods to clients.



**SECRETARY/ DOCUMENT CONTROLLER**

***Al Hamad Industrial Co.***

***Metal Division***

***Ras Al Khaimah United Arab Emirates***

***July 2008 – May 31, 2011***



Make proper filing of all incoming and outgoing documents.



Printing out all drawings from email in AutoCAD file and related submissions to all sites and consultants for approval.



Issuing Job awards, and invoices.



Arrange petty cash Reimbursement.



Monitor Material deliveries to all sites by checking Delivery note and match it if the orders have been done.



Make internal memos, circulars and other correspondence to communicate into respective offices and other divisions of Al Hamad Industrial/Contracting Co.



Check Material Receipt Voucher and Material Issue Order to be submitted to main office.



Prepare Company Profile.



Dealing with Company Suppliers.



Prepare daily timesheet.



Arrange annual leave to all staffs and labors.

**ACCOUNT ASSISTANT**

***ND Food Products***

***July 2003 - May 2007***

***One San Miguel Ave.,***

***Ortigas, Pasig City Philippines***



Reconciliation and verification of financial records.



Performs varied and increasingly responsible clerical work related to keeping and reviewing fiscal records and processing documents involving financial transactions.



Prepare monthly salary of employees



Issues check payment to suppliers.



Monitor stocks at the warehouse.



Prepare monthly inventory.



Prepare supplier payments transactions.



Reconciliation of daily sales.

**EDUCATIONAL BACKGROUND**

**COLLEGE**

Bachelor of Science in Commerce

Major in Management

Occidental Mindoro National College

San Jose Occidental Mindoro Philippines

March 2001

**OTHER ATTRIBUTES**

Proficient in MS-Office (Word, excel & Power point)



ISO Training