**Rochel **

E-Mail: Rochelle.368654@2freemail.com

UAE

**CAREER OBJECTIVES**

Secure a position that will enable me to use my strong communication & organizational skills, customer service background and my ability to work well with people. I want to be part of the success in an environment of growth and excellence. I am seeking a company where I can use my experience and can use my skills to grow and expand the company.

CORE QUALIFICATIONS

|  |  |
| --- | --- |
| * Administrative/Secretarial Tasks
 | * Invoice Preparation
 |
| * Cheque Preparation
 | * Billing, Purchasing, Encoding/Processing
 |
| * Accounts Receivable Administration
 | * Basic Accounting Tasks/ Payroll Administration
 |
| * Client’s Relation/Customer Service
 | * Basic Knowledge on Leave and Gratuity Computation
 |

WORK EXPERIENCE

* **CORPORATE EXECUTIVE**

**TURRINO ADVERTISING L.L.C.** *(***Part of Zulekha Healthcare Group)**

Sharjah, United Arab Emirates

March 15.2012 – Till present

*Job Profile:*

* Coordinate with the client works, meetings and all required jobs.
* Coordinates and Executes timely and accurate collection of client’s accounts, including calling up clients for payments.
* Handles inquiries from clients on outstanding balances, statement of accounts and payment issues.
* Encodes and inputs client’s Invoices in the companies’ own database and updates it daily.
* Negotiate to the Media Personnel and Supplier Representative.
* Handling the office accounts such as Preparing of invoices & statement of accounts.
* Following up on payments according to credit period.
* In charge of all Local Purchase Order / Release Order / Estimates and Media Ads Documents.
* Use specific programs like Microsoft Word®, Excel®, PowerPoint or Access®
* Answer phone calls from clients etc.

**VINCARE PHARMACEUTICAL COMPANY**

(Receptionist and Administrative Staff) July 12, 2008 to April 27, 2010

* Making daily reports and Updating files.
* Assigned to Manage the Attendance and In/Out of the Employees.
* Taking care of the Schedules, Incoming Calls, and other office Related Works.
* Multitasking, releasing the Orders needed by Medical Representative.
* Making Inventory of the Items we have in the Stock Room.
* Checking all Expiration is a must for the Medicine that we have in the Stock Room.
* Updating Medical Representative for Scheduling Doctors for any Free Medical Test.
* Making PO’s for the suppliers for Items needed.
* Updating MedRep’s For New Supplies that we have on stocks and out of stocks.
* Organized and maintain forms and office stationery required for front desk activity.
* Schedule appointments, organized overflowing paper documents and distribute required information.

**INTERPERSONAL SKILLS**

* Experienced in team-oriented projects and presentations
* Excellent in Customer Service / Communication.
* Good in working with deadlines, motivating others and taking responsibility
* Well organized and able to handle multiple priorities with excellent communication skills and analytical abilities.
* Can worked/socialized in different nationalities as experienced in working two different countries ( *Japan and United Arab Emirates*)

**COMPUTER SKILLS**

|  |  |
| --- | --- |
| Packages: | * MS Office
* MS Excel
* MS Power Point
* Internet & Email
* Outlook
 |

**PERSONAL PROFILE**

|  |  |
| --- | --- |
| Date of Birth:Age:Place of Birth: |  April 30, 1977 36 Philippines  |
| Religion:Language:Nationality:College LevelMarital Status:  |  Roman Catholic English , Tagalog Filipino Butuan Doctors College/ BSN Married |

REFERENCES Available Upon Request.