**ROMWEL**

**ROMWEL.374455@2freemail.com**

# **Career Objective**

**Administrative support professional** offering versatile office management skills and proficiency in Microsoft Office programs. Strong planner and problem solver who readily adapts to change, works independently and exceeds expectations. Able to juggle multiple priorities and meet tight deadlines without compromising quality.

# **Summary of Qualification**

* Experienced in handling administrative duties and supporting sales accounts team
* Thorough knowledge of administrative activities and policies
* Adept in operating computer and office equipment
* Excellent organizational, communication, and telephone skills
* Familiarity with the state, federal, and local rules and regulations
* Self-motivate, flexible to work for longer hours, and multi-tasking person

**Professional Experience**

**Office Admin/Sales Coordinator**

Transmarine DMCC

30 June 2017 – 30 September 2017

**Area Administrator**

ASA Philippines / Banking and Finance

30 July 2012 – 19 June 2017

**Logistics Officer /Sales Associate**

MOTIHUB Online Retail Corp.

17 July 2009 – 30 July 2012

**Data Encoder / CSR / Telesales**

Philippine Long Distance Telephone Company

05 Jan 2007 - 17 July 2009

**Job Description**

* Answering emails, phone calls, taking and relaying message to concerned people
* Meeting, greeting, and guiding visitors to respective departments
* Receiving and distributing courier and parcels to the addressee
* Drafting and circulating office notices and other information to all the departments
* Excellent sales service to ensure high levels of customer satisfaction through
* Ensure high levels of customer satisfaction through excellent sales service
* Preparing monthly report such as Trial Balance, Cashbook, Voucher, Schedule of Balances, Bank Statement, Staff ITR, Internal audit, Ordering and Inventory etc.
* Organizing interview schedules and training session for new employees
* Preparing courier and parcels for shipment and tracking delivery
* Contact customers, vendors and shipping carriers when necessary to follow-up on customer issues or orders.
* Document all actions and responses in customer database.
* Create and maintain legal case files by filing daily correspondence, legal research, and index pleadings.
* Set up document files as received from clients; maintain current inventory of active cases.
* Maintain and secure records in accordance with the Firm's established policies and procedures.
* Work directly with specific legal assistants, and secretaries to provide records management services, including creating and organizing folders, general filing, preparing materials for off-site storage, and other related tasks.
* Receive and process filing; sort and classify material to be filed; two-hole punches, if necessary; assemble files in chronological order; maintain neat and orderly files.
* Research location of folders and documents upon request.
* Scan file banks, offices, workstations, war/case rooms and other file storage areas as necessary.

**Educational Attainment**

**Tertiary Graduate of**

Computer Programming SY 2007 – 2009

Skill Power Institute

North Ave. Cor. Agham Rd.,

Quezon City Philippines

**Personal Information**

Age: 27 years old

Gender: Male

Birthday: 07 September 1990

Civil Status: Married

Citizenship: Filipino

Language: English and Tagalog

Visa Status: Tourist Visa

Validity: January 20, 2018

*References available upon request.*