***Annelyn***

*C/o-Mobile No.* ***+971 505891826***

*Email Address:* ***annelyn.378483@2freemail.com***



**Position desired: Receptionist /Secretary/ Accounts Assistant/ Logistics Coordinator**

**Objective:** Seeking a chal lenging job i n a com petitive and professional wor king en vironment wi th g ood sc ope ofutilizing my knowledge and skills for achieving objectives of the organization and in turn develop my career abilities

***Profile:*** Worked in th e C orporate Co mpany in dustry for 9- years & 10Months with stro ng ex perience, ab ility andeducation will make me a very competitive candidate.

***Key skills:***

* Skilled in **Quick Books & WPS.**
* Proficient in Microsoft Excel, MS Access, MS Word and PowerPoint
* Excellent interpersonal skills, including the ability to communicate confidently, effectively and diplomatically.
* Excellent organizational skills, including the ability to manage busy schedules, establish office systems, and the ability to work accurately and to high standards under pressure to meet deadlines.
* Strong ability and initiative to work in a dynamic, high profile environment.
* Excellent telephone manner and high degree of personal presentation when interacting with telephone inquiries and visitors
* An exceptional administrator exercising considerable initiative and high degree of social skills dealing with full range of people in many varying situations representing the organizations high profile situations.

**PROFESSIONAL EXPERIENCE**



***Filter Aquapro Trading LLC.***

***Industrial Area#3,***

***Al Qusais, Dubai U.A.E.***

***October’ 2011 up to Present***

***Accounts/ Logistics Coordinator***

***Fr. October’ 2013 up to Present***

* Encode al l Sal es/ Rece ivables/ Payables/ Expenses & al l required reports in th e System(**Intuit** **Quick Books Enterprise Solutions 13.0**)
* Handling all Receivables & Payables
* Coordinate with Suppliers, whether in China/ Taiwan/ USA or Italy, for Import Materials.
* Coordinate with different Freight Forwarders, rega rding the best rate that they can offer for our

Shipment (Reviews freight rates: air, courier, and land.)

 Prepare al l Docum ents Am ended b y Dubai Chamber of Com merce ( **Commercial Invoice,** **Packing List & COO(Certificate of Origin)** & coordinate with the Forwarder f or **B/L(Bill of Lading)** required for Export Materials

***Secretary/ Receptionist***

***Fr. October’ 2011- October’ 2013***

 Handling daily queries/ orders fro m Clients & ensuring the quality services provided at Clients earliest convenience.

* Handling all calls & transfer to the designated persons.
* Arrange transportation and forwarding services for all orders to ensure material is delivered as per schedule.
* Provide Estimations for Customers inquiries.

***Purchased Officer, Sales Coordinator and Bookkeeper A.R. Plastic Packaging Corporation Mandaluyong City, Philippines August 2009 to August 2011***



* Responsible for all sales funct ions such as accreditation of new customers, marketing processing, product requisition (PR) processing, order slip (OS) processing, and check delivery of items to the end users.
* Transmit to the Accounting Department thru Logbook copy of invoices with supporting PO, MR, Delivery Receipts (DR) or Materials Consignment Note (MCN) duly received by the end users
* Facilitates the accreditation of old/new customers.
* Promote, demonstrate the products to the customers, and serve them well.
* Prepares/submit monthl y sa les report to Ac counting Depar tment and Admini stration Division Manager.
* Updates List of Customers / contractors.

 Handles all sales file suc h a s OS, Ma rketing Sheet, Fa xed P urchase Orde r messages, List of Customers, etc.

* Encode Sales Report and other files.
* Perform other related duties as may be assigned.

***Procurement Logistics Coordinator***

***Global Packaging Systems and Materials Corporation***

***Unit 1006 ALPAP11 Bldg., Madrigal Business Park,***

***Investment Drive, Cor., Trade Ave.,***

***Muntinlupa City 1780***

***Philippines***

***Year 2007 up to 2009***

* Communicates with freight forwarders, third-party warehousing and transportation companies.
* Responsible for maintaining a record of all outstanding purchase orders with external vendors.
* Arrange transportation and forwarding services for all orders to ensure material is delivered as per schedule
* Data entry and updates to shipping.
* Expedites all critical orders with local subcontract vendors.

 Reviews exp editing sch edules on all customer or ders. Ob tains and forwards inform ation to planning and sales team.

* Coordinates imports and exports.
* Reviews freight rates: air, courier, and land.
* Perform other related duties as may be assigned.

|  |  |  |
| --- | --- | --- |
| **EDUCATION** |  | Business Information Management |
|  |  | AMA Computer Learning Center of the Philippines |
|  |  | Philippines |
|  |  | 2007-2009 |
| **SPECIAL AWARD** | Bookkeeping Expert of The Year2009 |
|  |  | AMA Computer Learning Center |
|  |  | Philippines |
| **ACHIEVEMENTS** |  | Teamed up with the Compan y Manager to come up an updated Sales Report to the Accoun ting |
|  |  | Department. |
|  | Best Employee for the year 2010 (A.R. Plastic Packaging Corporation) |



**SKILLS**

**TRAINING**

**PERSONAL BACKGROUND**

* Team building skills
* Decision making skills
* Attention to detail and high level of accuracy
* Very effective organizational skills
* Stress Management skills
* Time Management skills
* Excellent interpersonal skills

DEVELOPING LEADERSHIP SKILLS SEMINAR

AMA Computer Learning Center Cubao

August 28, 2008

ENGLISH PROFICIENCY THRU EFFECTIVE SPEECH SEMINAR AMA Computer Learning Center Cubao December 5, 2007

COMPUTER VIRUS MYTHS AND REALITY SEMINAR AMA Computer Learning Center Cubao December 12, 2007

COMPUTER TROUBLE SHOOTING SEMINAR

AMA Computer Learning Center Cubao

December 12, 2007

Citizenship: Philippines

Visa Status: Residence Visa

Availability: Avaialble Upon Request

References available upon request