**IMELDA**

**IMELDA.25915@2freemail.com**

**Profile**

Self-motivated highly developed problem solving skills. Excellent interpersonal and good management skills, able to work independently with least supervision, armed with strong technical skills and the ability to work under pressure and quick learning ability stand out as forte.

**WORK EXPERIENCE**

**COMPANY : MAGIC CITY TRADING LLC**

**ADDRESS : Abu Hail, Deira, Dubai**

**POSITION ; Purchasing Assistant**

**TERM : October 21, 2013 – December 19,, 2014**

**DUTIES AND RESPONSIBILITIIES**

1. Perform administrative and secretarial functions
2. Coordinate and make an appointments /meetings
3. Meet with the suppliers
4. Responsible in incoming and outgoing phone calls
5. Send and reply emails, inquiry and quotations
6. Prepare Local Purchase Order
7. Process disbursement of petty cash
8. Reconcile and prepare monthly report

**COMPANY : EUROMOVERS INTERNATIONAL LLC.**

**ADDRESS : Umm Suqeim Road, Al Quoz Industrial 3**

**POSITION ; Operations Assistant cum Customer Service Assistant**

**TERM : February 6, 2011 – April 10, 2013**

**DUTIES AND RESPONSIBILITIIES**

1. Perform administrative, operational and customer service functions
2. Prepare and send both local and international quotations
3. Prepares overview for the move and arrange schedule for the packers
4. Prepare invoice and receipt (using PEACHTREE)
5. Follow up payments and collections
6. Attend to client’s complaint/s both telephonic or personally
7. Arrange loading / shipment schedule and coordinate with the shipping agent
8. Checks and manifest client’s boxes for loading
9. Prepare all necessary documentations pertaining to the shipment
10. Prepare insurance certificate, update and record client’s with insurance
11. Organize and manage both inbound and outbound courier activity
12. Overall cargo (Balikbayan Box for Filipinos) in-charge
13. Arrange Cargo shipment from loading from warehouse to delivery in the Philippines point of destination

**COMPANY : ASIA EXCHANGE CENTRE**

**ADDRESS : G/F Karama Bldg., Al Karama, Dubai, UAE**

**POSITION : REMITTANCE EXECUTIVE cum CUSTOMER SERVICE REP**

**TERM : September 19, 2008 – May 31,2010**

**DUTIES AND RESPONSIBILITIES:**

1. Processing of all kinds of Bank-to-Bank Remittances, Western Union, Telex Transfers, Demand Drafts and other instant and Fast Cash Money Transfers, Electronic Mobile Loadings and Credit Card Cash Advances
2. Cashier and Teller Operations of all kinds of Currencies
3. Checking and printing of the daily exchange rates
4. Maintaining KYC Records of Company and Individual Customers
5. Prepare, reconcile and balance daily transaction reports
6. Prepare month-end report
7. Marketing and Telemarketing of prospects and would-be clients
8. Entertain and answers all customers queries and complaints

**COMPANY : ASIA PACIFIC WEB SERVICES CORPORATION**

**ADDRESS : G/F Cebu Yacht Bldg., MEPZ I, Lapulapu City, Cebu, Phils.**

**POSITION : BANK DOCUMENTATION OFFICER**

**TERM : January 06, 2003 – April 30, 2007**

**DUTIES AND RESPONSIBILITIES:**

1. Accept purchase orders from USA office
2. Prepare PO to be sent to the manufacturers for confirmation
3. Prepare letter of credit, purchase order and pro-forma invoice for bank's application
4. Prepare commercial invoice, packing list and other necessary documents related in the shipment
5. Coordinates with Singapore and China offices as to the status of the shipping accounts
6. Follow up remittances from the importer (thru USA office)

**COMPANY : BANK OF THE PHILIPPINE ISLANDS**

 **(Merged with CityTrust Banking Corporation)**

**ADDRESS : 4/F BPI Bldg., Ayala Avenue, Makati City, Phils.**

**POSITION : IMPORT/EXPORT PROCESSOR**

**TERM : November 13, 1991 – November 15, 2002**

**DUTIES AND RESPONSIBILITIES**:

**IMPORT SECTION**

**Bank Guaranty and BankEnrdoresementProcessor**

1. Accept and countersign all shipping documents from the import's bank representative
2. Pull out import's ledger/folder checks and compare details of shipping documents with the letter of credit applied for
3. Make the endorsement or bank's guaranty for the importer to take out their goods from the Bureau of Customs
4. Prepare/balance monthly proof sheets
5. Prepare/balance year end reports

**EXPORT SECTION**

1. Accept and check export shipping documents submitted by the exporter's bank representative and process documentation procedures
2. Prepare/balance monthly proof sheets
3. Prepare/balance year end reports

**LETTER OF CREDIT PROCESSOR**

1. Check all the shipping documents submitted by the importer
2. Encode all the given details being asked from the letter of credit application form
3. Make the necessary computations for the bank’s charges
4. Make the amendment for the letter of credit (i.e. expiry date, shipping date, LC amount, etc.)
5. Send the letter of credit through cable to the beneficiary’s assigned bank

**EDUCATIONAL BACKGROUND**

 College : AdamsonUniversity, Ermita, Manila

 Bachelor of Science in Commerce Major in Management

 June 1987 – October 1991

 Community Service and Leadership Awardee

 Passed Civil Service Sub-Professional

 September 1989

 Secondary : BayambangNationalHigh School, Bayambang, Pangasinan

 June 1985 – March 1987

 PasibiNationalHigh School, Urbiztondo, Pangasinan

 June 1983 - March 1985

 Elementary : PasibiElementary School, Urbiztondo, Pangasinan

 June 1977 - March 1983