Michelle

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**OBJECTIVE:**

To obtain a position where I can use my passion, strong organizational skills, educational background and ability to work well with people.

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|  | **AREAS OF EXPERTISE:** |  |
| Microsoft Office (Excel, Word, |  | Sales |  |
|  | Power point, Outlook) | Logistics / Document Controller |  |
| Typing Speed: 180 WPM |  | Procurement |  |
| Knowledge in SAP and ERP |  | Accounts (Payables and |  |
|  | system |  | Receivables) |  |
| Researcher | Purchasing Orders / LPO’s |  |
|  | Strategic Planning | Expertise in Registering New |  |
|  | Marketing |  | Clients/Customers/Prospects |  |
|  |  |  |  |  |

**QUALIFICATIONS SKILLS**

Prioritize and work under extreme work pressure, heavy work load and deadlines Tolerant and flexible, adjusts to different situations.

Self-motivated, initiative, maintains a high level of energy. Time management

Handling pressure.

**EDUCATIONAL BACKGROUND:**

**Tertiary**

**Bachelor of Science in Business Administration major in Marketing Management (BSBA)**

2008-2012

College of the Holy Spirit of Tarlac

F. Tanedo St. Tarlac City Philippines

**WORK EXPERIENCE:**

**SALES AND PROCUREMENT COORDINATOR 2014 - Present**

Global Trust Enterprises FZCO

Oil and Gas and Petrochemical Industry

JAFZA 18, Downtown Jebel Ali Freezone, Dubai UAE

**Duties and Responsibilities:**

Responsible for supporting the company Sales Team and ensuring that they have the tools, support and resources needed to set them apart from the competition.

Managing all the sales related activity of the company.

Handling a high volume of customer enquiries whilst providing a high quality of service to each caller.

Writing up accurate and grammatically correct sales correspondence.

Tracking sales orders to ensure that they are scheduled and sent out on time.

Effectively communicating with customers in a professional and friendly manner.

Ordering and ensuring the delivery of goods to customers. Supporting the field sales team.

Organizing sales promotional campaigns.

Contacting potential customers to arrange appointments.

**PURCHASER / ACCOUNTS PAYABLES 2013-2014**

Al Sakher Contracting Company L.L.C.

Al Quoz Industrial 4, Dubai, UAE

**Duties and Responsibilities:**

Serve as a bookkeeper. Assist with budget preparations; handle accounts; make bank deposits; maintain ledgers; pay bills; prepare financial statements and reports

perform AR; reconcile bank account; set up cash box for office expenses; collect funds; assist travelers in balancing their receipt books

assure expenditures are in accordance with code balances for item acquisition

Keep the management informed as to the balances of internal accounts; and prepare payroll.

Purchase materials and equipment for departments.

Receive requests for materials and equipment; prepare purchase orders for items in accordance with procedures; transmit purchase orders directly to vendors for purchases; transmit the purchase order to the head office for funds requirement; query vendors concerning item delivery

**SECRETARY 2012-2013**

Gracall International MNL

Bonifacio Global City, Taguig City, Philippines

**Duties and Responsibilities:**

using a variety of software packages, such as Microsoft Word, Outlook, Powerpoint, Excel, Access, etc., to produce correspondence and documents and maintain presentations, records, spreadsheets and databases;

devising and maintaining office systems; booking rooms and conference facilities;

attending meetings, taking minutes and keeping notes; ordering and maintaining stationery and equipment;

sorting and distributing incoming post and organising and sending outgoing post; organising and storing paperwork, documents and computer-based information; Photocopying and printing various documents, sometimes on behalf of other

colleagues.

recruiting, training and supervising junior staff and delegating work as require

**SALES REPRESENTATIVE 2011-2012**

Tupperware brands

Tarlac City, Philippines

**Duties and Responsibilities:**

Services existing accounts, obtains orders, and establishes new accounts by planning and organizing daily work schedule to call on existing or potential sales outlets and other trade factors.

Submits orders by referring to price lists and product literature.

**ACCOUNTS RECEIVABLES 2010-2011**

Philippine Postal Bank

Tarlac City, Philippines

**Duties and Responsibilities:**

Collect, count, and disburse money, do basic bookkeeping and complete banking transactions.

Communicate with customers, employees, and other individuals to answer questions, disseminate or explain information, take orders and address complaints.

Compile, copy, sort, and file records of office activities, business transactions, and other activities.

Complete and mail bills, contracts, policies, invoices, or checks.

Compute, record, and proofread data and other information, such as records or reports.

Maintain and update filing, inventory, mailing, and database systems, either manually or using a computer.

Open, sort and route incoming mail, answer correspondence, and prepare outgoing mail.