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| **Rodelia**  ***Logistics Coordinator, Sales & Admin Professional***  **E-mail:** [rodelia.370117@2freemail.com](mailto:rodelia.370117@2freemail.com) | Untitled |

**Profile Synopsis **

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Versatile, Dynamic and Gulf experience Professional equipped with 12+ years record of delivering key significant contributions towards companies’ continued business growth. Possess knowledge of various procedures & practices related to Logistics Coordination, Sales Coordination, Letters of Credit, Claims, preparing quotations, order handling, invoicing, handling shipment processing, delivery confirmation, goods receipt, document processing, shipment tracking, inventory recording, and purchase order processing. Displayed efficiency in providing support to the management, managing office administrative functions such as business correspondence, arranging appointments, scheduling meetings, reports, and other documents, filing system, travel arrangement & hotel booking; Demonstrated competencies in sales coordination, various sales activities, promoting products or services including marketing strategy, sales techniques & actively assist the sales development. Acquired excellent communication, negotiation, presentation, problem-solving, decision-making, time management, and interpersonal skills; Seeks a challenging work profile where gained experience, develop skills & industry knowledge will have a valuable impact.

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| **Strengths** | |
| * Gained 12+ years experience within diversified Industry * Report preparation skills (Sell-in/Wholesale & Sell-out) * Adroit with General Administration & Organizational skills * Excellent Planning, Organizing and Time management * Possess Integrity, Creativity, Honesty & Teamwork | * Prowess in Logistics, Import/Export, Supply Chain etc. * Adept w/ Commercial/Brand Management/Product Portfolio * Sales & Logistics Coordination, Shipment Processing skills * Strong Organization/Analytical & Problem-solving skills * Goal oriented – Dynamic – Vibrant Personality |

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| **Educational Qualification** |

**Diploma in Teaching –** *Marikina Institute of Science & Technology, Philippines* **Apr 2004 – May 2005**

**BS in Computer Science –** *STI Edsa, Crossing, Philippines* **Jun 1996 – Apr 2004**

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| **Career Snapshot** |

**Commercial Coordinator –** *Chanel Freezone, Dubai Design District, Dubai* **Mar 2012 – Mar 2017**

*Chanel is one of the leading* *global retail of luxury goods, ready-to-wear clothing, handbags, perfumery and cosmetics, makeup, skincare and fragrances for men and women*

**Export Assistant –** *LVMH Fragrance Brands, DAFZA, Dubai* **Aug 2009 – Mar 2012**

**Admin Assistant –** *Creation Alexander, Sheik Zayed Road, Dubai* **Nov 2005 – Jul 2009**

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| **Key Achievements** |

* Gained 12+ years experience in UAE with one of the leading global retail of luxury goods, and diversified industry in domain of Commercial Coordinator, Commercial Planning, Programme Management, Systems Compliance, Brand Management, Preparation of the Budget, PLV expense, Invoicing and Payment, Supply chain management, Financial management and project communication.
* Acquired comprehensive knowledge in Logistics, Import/Export, Supply Chain, Forecasting, Sales Report, Order Tracking, Sales and Distribution, Shipment Processing, Delivery Confirmation, Goods Receipt, Document Processing, Shipment Tracking, Inventory Recording, and Purchase Order Processing.
* Consistently demonstrated resourcefulness and initiative in support of top management with flexibility in working well in cross-functional teams.
* Performed assigned workload with indefinable enthusiasm, commitment, honesty, and dedication and drove towards contributing to continued business growth.

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| **Areas of Expertise** |

**Logistics Coordinator**

* Utilize various transportation provider software systems, to facilitate material movement planning and scheduling.
* Prepare and update monthly logistics, schedule to assure deliveries to production locations. Coordinate product delivery schedules with customers.
* Coordinate daily activity to track location and movement of inventory finished goods and raw materials via rail cars, barges, and trucks. Provide reports to internal and external customers as required.
* Assist in obtaining necessary transportation permits for inbound and outbound shipments, as required facilitating timely movements via rail and barge.
* Works closely with providers to assure efficient and effective execution of defined processes and goods transportation.
* Ensure inventory accuracy by coordinating the inventories and goods system to system information with distribution centers to near real-time monitoring of Electronic Data Interchange (EDI) processes as well as other manual inventory and adjustment processes.
* Support the development and execution of the Structured Management Process for Supply Chain critical process.
* Provide project development support to multiple departments within the organization.
* Develop constructive and cooperative working relationships with the team, as well as cross-functionally

**Sales Coordinator**

* Coordinate sales activities and actively assist the sales development. Ensure that the Sales Department is run efficiently and in accordance with company operational procedures and statutory requirements including Health & Safety, to the satisfaction of clients and ensuring profitability of the company.
* Provide a consistently high level of service to Move One customers regarding the entire process of relocation, freight rates, service levels, schedule information and customer inquiries and complaints.
* Calculate freight quotations for existing clients on all modes of transport. Confirm quotes and obtain feedback verbally, followed by quote confirmation in writing.
* Follow up the quotes in a timely manner to maximize the conversion rate. Record and monitor the quotations from the sales and operations departments.
* Develop new sales lead before passing them onto the relevant persons. Carry out cold calling/prospecting, making appointments. Maintain regular contact and build strong relationships with the clients to retain and maximize business.
* Stay up-to-date on new product & service opportunities, special developments, market conditions, competitors’ activities as well as advertising & promotional trends via personal connections & through the reading of pertinent literature.

**General Administration**

* Prepare correspondence, reports, forms, vouchers, work orders, and specialized documents related to the organizational unit to which assigned from drafts, notes, brief instructions, corrected copy, proofreads materials for accuracy, completeness, compliance with departmental policies, formatting, and correct English usage, including grammar, punctuation, and spelling.
* Set up and maintain appointment and meeting calendars, manage calendars and coordinate/schedule meetings; keep supervisor informed of commitment involving business or community functions.
* Supervising Staff including determining workloads and schedules, evaluating staff performance, providing training and hiring, promotion and disciplinary recommendations.
* Oversee administrative details such developing, implementing and interpreting policies and procedures and monitoring day to day operations of the functional area to which assigned.
* Perform administrative support such as negotiating pricing agreements with vendors for equipment, supplies, printing services and office equipment maintenance under established guidelines; processes bills and invoices for payment
* Assume full responsibility for business communication and interaction with a spectrum of clients or other third party dealing with the organization. Develop good working relations with the same.

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| **Proven Job Role** |

**Commercial Coordinator –** *Chanel is one of the leading global retail of luxury goods, ready-to-wear clothing, handbags, perfumery and cosmetics, makeup, skincare and fragrances for men and women*

* Responsible for orders and shipment for the Local Market and Duty Free.
* Provide commercial support to the Commercial team and assist the Commercial Manager with commercial planning, contractual issues, project planning, program management, systems compliance, change management, risk management, invoicing and payment, supply chain management, financial management and project communication.
* Coordinated forecast to clients. Prepare the summary of campaign orders to help Commercial and Brand Managers, while preparing the budget and PLV expense.
* Executed regular orders on monthly basis. Maintain the chain of orders, order vs. stock and average monthly sales.
* Gathered monthly reports for (sell-in, wholesale, sell-out, data analysis of clients).
* Prepared updated order forms vs. discontinued stocks. Follow-up delivery of shipments and client queries.

**Export Assistant –** *LVMH Fragrance Brands, DAFZA, Dubai*

* Administered reminder on e-Fast for the local market reserves their forecast a year in advanced in aligning with the marketing plan (extranet).
* Responsible for processing courier shipments right from quotation up to time of delivery.
* Coordinated leftover report for the local market purchases in their forecast that includes regular order.
* Collected local market monthly reports (sell-in, wholesale and sell-out). Generated sales analysis through Orion.
* Arranged Flights and Hotel bookings for the business trip of the Managers and Regional makeup artist.

**Admin Assistant –** *Creation Alexander, Sheik Zayed Road, Dubai*

* Provided administrative support to the Division Manager. Work with brand managers on quotation and purchase request.
* Collected monthly reports for (sell-in, wholesale & sell-out). Direct retailers in Dubai and distributors in other GCC.
* Assisted in resolving any administrative problems and run company’s errands to post office and office supply store.
* Answered calls from customers regarding their inquiries. Prepare and modify documents including correspondence, reports, drafts, memos, and emails. Coordinated status of orders with the local logistic team and suppliers.
* Scheduled and coordinate meetings, appointments and travel arrangements for Managers and maintain office supplies for department.

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| **Training & Seminar** |

* Total Quality Service in CVEC - CJ Gomez Resort, Montalban, Rizal - October 1999
* 1st and 2nd Computer Science and Programming Student’s Convention – PICC - September 1995

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| **I.T Proficiency** |

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* Proficient in MS Office application (Word, Excel, PowerPoint, Email application & Internet).

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| **Personal Details** |

Nationality : Filipino

Date of Birth : 7th Feb 1977

Marital Status : Married

Visa Status : Freezone Visa

Languages : Tagalog, English

Reference : Available upon request