**RUE**

Email Address: [**rue.383714@2freemail.com**](mailto:rue.383714@2freemail.com)

**Customer Service / Admin / Office Support / Sales**

**Key Strengths and Competencies**

* Excellent verbal & written communication skills
* Self-starter, self-motivated with strong professional ethics
* Result oriented ,responsible & hardworking
* Ready to meet work pressures and deadlines
* Dynamic ,enterprising, enthusiastic & well presentable
* Excellent convincing, negotiation & interpersonal skills

**Work Experience**

**Marketing / Data Encoder / Accounts Assistant / Bookkeeping / Document Controller**

**A.T. Puyat Meat Processing Corporation**

San Jose Del Monte Bulacan, Philippines

November 2014 to April 2018

Job Descriptions

* Develops system to account for financial transactions by establishing a chart of accounts; defining bookkeeping policies and procedures.
* Maintains subsidiary accounts by verifying, allocating, and posting transactions.
* Balances subsidiary accounts by reconciling entries.
* Maintains general ledger by transferring subsidiary account summaries.
* Balances general ledger by preparing a trial balance; reconciling entries.
* Maintains historical records by filing documents.
* Prepares financial reports by collecting, analyzing, and summarizing account information and trends.
* Contributes to team effort by accomplishing related results as needed.
* Sorting business related mails for the managers.
* Answering calls in a friendly tone.
* Updating files trough Microsoft Office.
* Verifying purchased goods and other products.
* Handling and answering customer complaints.
* Restocking office supplies.
* Typing documents such as memos, regulations and other important paper works.
* Assisting customers for other inquiries and requirements.
* Monitoring and maintaining inventory stocks.

**Office Clerk / Support / Document Controller**

**Mineski Corporation**

Novaliches Quezon City, Philippines

March 2012 to January 2014

Job Descriptions

* Supports technical projects and departments.
* Receives, catalogues and stores hard copies and electronic copies of all technical drawings, reports and related information in an orderly manner, in line with policies and procedures.
* Allocates and controls the document numbering system for the project work.
* Works with precision to ensure that all electronic and hard copy filing is accurate and is easily retrievable.
* Responds in a timely manner to requests to retrieve information, information searches and general requests for support from project/department personnel.
* Accurately updates information as required.
* Updating files forwarded from the database.
* Receiving and forwarding calls.
* Assisting secretaries by filing and typing important documents.
* Sorting other documents and memos.
* Printing and scanning important files requested by the secretaries.
* Typing presentations for the administration’s important meetings.
* Restocking office supplies.
* Greeting clients in appropriate and friendly way.

**Online Poster / Advertiser / Document Controller / Data Encoder / Office Clerk**

**WOTOL Buy and Sell (New and Used Industrial Machines)**

San Jose Del Monte Bulacan, Philippines

August 2010 to January 2012

Job Descriptions

* Meet with client companies and discuss goals
* Perform market research identifying areas upon which to focus
* Create advertising plans and content to reach those demographics
* Design and prepare advertisements as needed
* Test concepts and review results with client companies
* Refine concepts and content to match those results
* Test advertising ideas repeatedly and often to measure effectiveness
* Research market and draw meaningful conclusions from data
* Posting purchasable items through website.
* Editing and summarizing industrial machines descriptions from original seller in simple but informative way.
* Answering inquiries and other important requirements from the prospective buyers.
* Handling and resolving complaints within time limits.
* Advertising products through outbound calls.
* Updating purchased and sold items in database through Microsoft Excel.
* Filing and sorting important documents from the prospective buyers.
* Printing and scanning important documents.
* Greetings walk in customers in a nice way.

**Personal Details**

Birth Date : 07 July 1989

Nationality : Filipino

Civil Status : Single

Education/Degree : Bachelor Science in Nursing - 3rd year

Visa Status : Visit