

ANNIE

ADMIN / SALES COORDINATOR

MEDICAL SECRETARY

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Annie-406723@gulfjobseeker.com



I am a highly motivated individual with proven capacity to work under pressure at most challenging situation. Computer literate and have good communication skills and takes job with great responsibility. Has self-confidence upon dealing with people. Flexible and can work with minimum supervision with potential to assume more responsible position and open to challenges and opportunities.

Work Experience

Vendor Management Department Staff

The Philippine Veterans Bank-Makati May 2024 to October 2024

1. Assisting the Vendor Management head in administration and documentation also maintaining data and records with continuous and accurate encoding of information needed for the processing of the accreditation of client in vendor management department.

- Assist in documents routing for assigned signatory • BAC Minutes of Meeting
- ManCom Approval Signatory
- Contract Lease
- Credit Investigation filing
- Letter Request

1. Transmittal of documents in VMD Clients or Vendor

2. Ensuring correct data in Vendor Management process for accreditation.

- Encoding gathered information in templated scorecard assessment
- Maintaining customer-oriented ways. Answering calls and emails about any inquiry for vendor management accreditation

- Accomplishing required documents for accreditation of the vendor to be presented in the committee; assisting client to comply with the documents required by the bank policy

- Making calls with clients for submission of requirements in required time.

- Maintaining file and keeping confidential documents

- Monitoring and updating the data for Accredited and Re- Accredited Vendor. • Clerical duties and admin work.

The Landmark Makati
Store Consignor Office
June 2023 - April 2024
SCO OFFICE STAFF

- ◆ Responsible for managing the administrative tasks related to the consignment process in a store.

- Handling consignment paperwork: This involves processing consignment agreements, updating Inventory records, and maintaining accurate documentation of consigned items.

- Managing Consigner relationships: Communicates with consignors, addressing their inquiries, providing updates on sales.

- Pricing and tagging: Assist in pricing consigned items based on store guidelines and ensure proper tagging for easy identification and tracking.

- Sales Reporting; Compile Sales data, generate reports, and provide consignors with regular updates on their sales and earnings.

- Customer Service: Provides Information on consignment policies and ensures a pleasant shopping experience.

- Store Support: Assist in Other store-related tasks, such as visual merchandising, organizing events, or providing general administrative support.

- Demonstrated proficiency in basic manpowering for store demo or promoter roles, effectively staffing and coordinating personnel to support sales and promotional activities.

- Monitoring emails and performs other jobs that may be assigned from time to time.

NuSkin Phil.

Retail – (Part time) Sales Person Beauty and Health Products

MAY 2020 – Dec. 2022

- *Part-time sale of health and beauty products from home. A wonderful company with room for growth if you are motivated. Ability to make as much or as little money as you like.*
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□□ **Merck Inc. Philippines – Pharmaceutical Multinational Company**

Administrative Staff – Business Technology Department

Taguig, Bonifacio Global City, Metro Manila

September 2018 – December 2019

- Assisting Our team IT/BT country head on dealing with administrative and Outsource work and
- some related to finance.
- Prepared expense report and Purchase order to be approved and be credited.
- Maintaining clients contacts and administer reports for technical issues with our customer excellence engineers and supervisors and managers.
- Maintains and updates an organized and accurate database of records and files.
- Monitors our database system for accurate reports in dealing with the mobile application together with our team system administrator head and making sure the machine runs smoothly and safely.
- Identifies the inventory level of each piece of equipment and functions that was usable in company day-to-day functions and working closely with vendors and adapt quickly to changing technologies.
- Working closely with different levels in our organization to add Solutions to provide more accurate data in solving management issues.
- Accountable for performing Important Billings related to our customer excellence to deliver fast mobile subscriptions and avoid overpayment charges.
- Attending Seminars and Orientation with the team head in completing outsource service.
- Making budget report for continual and upgrading the overall system in our organization.
- Rendering customer service KIOSK with IT professionals' engineers to run hardware and Applications programs.
- Cooperating with the plan and Infrastructure In connection with our service provider management to make works more convenient and globally competitive.

Training, Qualifications and Skills:

- ☐☐ *Computer literate, can work with MS Office Word, Excel, Power point, Google Suite*
- ☐☐ *Excellent Interpersonal Skills, demonstrated by communicating with clients, colleagues and non-technical professionals on a daily basis.*
- ☐☐ *Able to work individually and with a group or team as well. Understand process and apply effectively.*

☐☐ **Takeda Pharmaceutical, Inc. – Multinational Company**

Regulatory Affairs Department

Administrative Support Staff

May 2018 – August 2018

Rockwell, Makati City Metro Manila

- Rendering right Information report which gathered through Documentation which is part of

FDA-Pharmacovigilance stated in CIOMS (Council for International Organizations of Medical Sciences) to maintain the effectiveness and eliminate side effects of some toxic Ingredients

- Responsible for FDA (Document Tracking) and maintaining the filing system of the regulatory team to have organize transaction with our clients and other departments of our organization especially in rendering sales the certification they needed will requested in our end for permitted drugs to be sold.

- Rendering and completing right documents for Clinical Trials with my superior for the new study of medications and changes whether it will be safety even in generations to come making more available to deliver in healthcare organizations.

- ☐☐ Coordinating with the foundation which sponsored by our company and handled by our department for the annual donations they been agree to help like maintaining check record.
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- **Federal Land Inc.,**

*Real Estate - Part-time - Sales person
Don chino Roces Makati city, Metro Manila
January 2017 - Jan 2018*

- ❖ **Responsibilities**

- ☐☐ Doing research online to generate leads
- ☐☐ Cold-calling customer leads
- ☐☐ Support the wider sales team in transactional or operational tasks
- ☐☐ Assist with diary management for other sales team members for client meetings or events
- ☐☐ Give sales presentations and be able to answer client questions about products and pricing

- ☐☐ **KRM Reinsurance Brokers, Inc.**

*Executive Assistant to the VP/General Manager - Administrative Assistant
Ayala, Makati City, Metro Manila
January 2013- June 2013*

Main Duties and Responsibilities:

- ❖ **Office of the VP /General Manager:**

- Responsible for daily communications including maintenance of calendar and appointments for the VP/General manager
- Serving as administrative liaison for all positions reporting to the VP/GM, providing administrative support, which includes organization and daily maintenance of office, communication system, filing, correspondence, copying, etc.

- Organizing daily appointments, communications and general work life of the VP/GM to ensure enhanced effectiveness and efficiency.

❖ **Reinsurance Operations:**

- Assists in the preparation of placement slips for new and renewal of business.
- Assists in the processing of binders and related documents
- Binder Preparation
- Encodes data through KRM Brokerage System
- Double checks if account was placed on Net basis or Original Gross Rate
- Prepares outgoing binders to be reviewed by the Managers for final signature
- Prepares receiving copy and release outgoing binders to RI by mail
- Files KRM copy to Underwriting folder

Other Assignments

- Sends Birthday greetings to insurance contact celebrants and arranges gifts to special clients.
- Assist in the preparation of company events; meetings and conferences
- Coordinates and arranges all other KRM activities
- Performs other duties assigned from time to time

□ **Kuehne + Nagel – Multinational Company Export Department**
Continental Electronics Philippines Inc. (TEMIC)
Documentation Clerk (Finished Goods Department)
Taguig City, Manila, Metro Manila
January 2012- April 2012

Main Duties and Responsibilities:

- Preparation of export documents such as Commercial Invoices, Packing Lists, Delivery Notes, etc.
- Working closely with the Customer Service Team to arrange shipment of customers' orders promptly and in accordance to their requirements.
- Liaising with the Packing/Dispatch Department to provide them with the necessary paperwork and information required for the collection of goods from the warehouse

- Maintains a file showing the information of the shipment and enters the details of consignments; collection dates and the transportation costs on to the shipping log.
- Assists customers/agents with questions, complaints, requests or track and trace through email and phone calls

- **Nurse Intern**

Rizal Medical Center, Pasig City, Philippines

Veterans Memorial Medical Center, Quezon City, Philippines

November 2009- April 2010

Main Duties and Responsibilities:

- Provides basic nursing care of patients.
- Assists in maintenance of a safe and clean environment under the direction and supervision of a licensed nurse.
- Competently and consistently completes accurate, concise, and legible documentation on all patient, unit, and hospital records.
- Assist with the admission, transfer and discharge of patients.
- Performs bedside glucose, obtains vital signs and all intake and output excluding IVs and tube feedings. Collects urine specimens. Performs unit-specific tasks as outlined on the competency skills checklist.

Degree: Bachelor of Science in Nursing

STI College Academic Centre, University Parkway Drive, Bonifacio

Global City, Taguig,

1634 Metro Manila. - Fort Bonifacio Metro Manila, Philippines

Jun 2005 - May 2009

Degree: Bachelor of Science in Nursing

University Of Makati

J.P. Rizal Ext, Makati, 1215 Metro Manila, Philippines

June 2004 - May 2005

- Advance Nursing Specialty in Pain Management and OB Analgesia – September 2008
 - The Basics Of EKG- August 2007 (VMMC)
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- Communicable Diseases: It's Implication to Quality Life – September 2008 STI Global City
- Integrated Management of Childhood Illnesses (IMCI) – September 2008
- Managing Obstetrical Emergencies: “A Guide to Patient Care” – September 2008
- Diabetes Association of Camp Crame, Inc. (DACCI) – July 2011

Nationality : Filipino
Date of Birth : 11/02/1987
Marital Status : Single
Languages: English, Tagalog

To arrange interview, please contact our HR Consultancy



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