




LARNIE CORDERO

 Sharjah, U.A.E

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WORK EXPERIENCE

Sales

ALSHAMMAAH AL THAHABIAH READY MADE GARMENTS & SHOE TR.

Sharjah, UAE

2018 – Present

- Managing daily operations
- Stocking shelves
- Ordering merchandise
- Promote products on multiple channels, including social media, and word-of-mouth initiatives
- Processed, renewed, and kept accurate accounts of all incoming and outgoing sales and purchases
- Oversaw selection of products for purchase and display
- Delivered excellent customer service by greeting and assisting each customer
- Addressed customer inquiries and resolved complaints

ADMINISTRATIVE OFFICER

EMCHAR GROUP FZC

HFZA, Sharjah, UAE

2016 – 2018

- Answering phones, taking memos. Organize a filing system for important and confidential company documents
- Take dictation or record the minutes of meetings
- Arrange travel ticket.
- Creating formats for documents
- Sourcing for suppliers. Comparing and evaluating offers from suppliers
- Negotiating contract terms of agreement and pricing
- Completing purchase orders, track and ensure timely delivery
- Maintain updated records of purchased products, delivery information and invoices
- Submit, follow-up and gather all new work and business visas to guarantee that the visas are handled and processed on time
- Renew, update and keep up all workers visas and work contracts on time to guarantee that organization's records are up to date in the labor and Immigration Departments
- Makes sure all business and trade Licenses are updated, follow-up official approvals and permits, to prevent unnecessary violations

ABOUT ME

Strongly focused with the ability to complete tasks accurately in a fast-paced environment with conflicting deadlines.

I am a hardworking, honest individual. I am a good timekeeper, always willing to learn new skills. I am friendly, helpful and polite, have a good sense of humor. I am able to work independently in busy environments and also within a team setting. I am outgoing and tactful, and able to listen effectively when solving problems.

SKILLS

- Knowledge in MS Office
- Knowledge in operating garments shops
- Time Management Skills
- Reviewing Records
- File/Records Maintenance
- Quick Learner
- Customer Service
- Knowledge in PACT

EDUCATION:

BS in Information Systems (BSIS)

System Plus Computer College
2002-2005

PERSONAL INFO:

Birthdate: February 14, 1986

Visa Status: Residence Visa

Nationality: Philippines

- Assist the office in determining any issues identified with organization vehicle registration and renewals
- Compiling and updating employee records (hard and soft copies)
- Send notification to employees on required documents before their visa expires
- Deal with employee requests regarding human resources issues, rules, and regulations
- Inform applicants about job details such as benefits and conditions
- Resolve issues between management and employees
- Assist in payroll preparation by providing relevant data (absences, bonus, and leaves)
- Preparing financial documents such as invoices, and bills
- Handling Petty Cash
- Contact customers for payment collection
- Reconciling invoices and identifying discrepancies
- Issue invoices, statement of accounts, delivery note and quotation to customers
- Preparing customers delivery notes
- Maintain registers and reports for Import and Export Operations
- Processing Bill of Entry / Exit Bill for customs documentation
- Handling the entire Job requirements for Import and Export Shipments

ADMINISTRATIVE ASSISTANT / SALES COORDINATOR

INTERFOODS SUPPLY

Al Jurf, Ajman, UAE

2015 – 2016

- Answering phones, taking memos
- Checking freezer and chiller temperature
- Sourcing for suppliers and completing purchase orders
- Comparing and evaluating offers from suppliers
- Preparing documents such as invoices, delivery notes, voucher and statement of account to customer
- Contact customers regarding confirmation of order, deliveries and provided answers to their queries
- Contact customer for payment collection
- Organize a filing system for important and confidential company documents
- Handling Petty Cash