

VANESSA A. ABACA



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CAREER OBJECTIVE

To utilize the acquired knowledge and skills from my previous works by full and active participation in the company operations that eventually lead to career opportunity and professional growth.

CORE SKILLS

- | | | |
|-----------------------------------|--------------------------------|----------------------------|
| • Invoice and Voucher Preparation | • Procurement and Costing | • Administrative Operation |
| • Book Keeping & Document Control | • File Management and Archives | • Appointment Setting |
| • Quotation and Price Estimation | • Client Relationship | • Email Management |

IT Skills **Quickbook Application, Microsoft Office Applications** (Word, Excel, Power Point and Outlook)

CAREER SUMMARY

Nov 1, 2015 – Nov 30, 2021 **Secretary/Assistant to the Manager**
Al Lamsah Al Shafafah Glass Drawing Works Est - Ind. Area 3, Sharjah

Outline:

Worked with the Manager by assisting him with all the office clerical, basic accounts and administrative works.

Key Responsibilities:

- a) Handle basic accounts for the company through Quick books system and MS Excel Application.
 - Making/sending invoices, receipts/vouchers for the clients and suppliers. Update, prepare and send statement of accounts to each of the clients.
 - Informing the manager of the clients' accounts update.
 - Coordinate and effectively working with the Tax Agent for an efficient Taxation Report and accurate payment of the Tax return to FTA.
- b) Efficiently process price estimation, drafting quotation/s and send it to the market/clients.
- c) Send and receive emails and other form of queries.
 - Answering client's BOQ and inquiries through telephone and emails. Relay acquired information, files, and documents to the manager. Reproducing hard copies of acquired mail documents and organizing them to files for future references.
- d) Acquire information for supplies and other company's commodities.
- e) Researching and finding prospect clients through online then, send company profile for sale introduction and marketing.

Key Achievements:

- Built the company's first access system file through Excel M/S Application to easily check the Receivable/Payable Accounts and Client's/Suppliers Information, saving the company the cost of 2 manpower office staff.
- Negotiate with the suppliers concerning the cost of office supplies and securing to save with cost reduction from their discounted prices.

December 2013 - 2015 **Cashier**
CitiMart Island Mall, Calapan City - Philippines

Outline:

Worked within the cashiering and accounts department through sales tender, accurate money handling and inventory.

Key Responsibilities:

- Maintain outstanding customer service as per Company standards.
- Process sales quickly, accurately and efficiently. Ensuring product/service pricing is correct.
- Ringing up sales, bagging items, requesting price checks, honoring coupons, collecting payment and giving appropriate change. Responsible for counting the contents of cash register drawer at the end of each shift, maintaining receipts, records and withdrawals.
- Assist customers in the in-stores to check-out process. Resolving customer complaints by guiding them and providing relevant information. Answer customers' questions and get a manager if answer doesn't solve the issue.

Key Achievements:

- Contributed ideas to the company's rule and regulations through years of experience in the Point of Sale (POS) area/department which were shared in weekly meetings.

October 2012 - 2013

**Inventory Clerk/Customer Care Staff/Cashier
Executive Optical, Neo Xentro Mall, Calapan City - Philippines**

Outline:

Worked within the Product Inventory Department through month-end inventory and product updates. Worked with Sales and Customer Care group to properly and effectively attending customers demand and queries. Worked within the Cashiering/Accounts Department through sales tender, accurate money handling and inventory.

Key Responsibilities:

- Efficiently count materials and supplies in stock. Compute figures from records.
- Verify clerical computations against physical counts of stocks then, adjust errors if there is any after thorough investigation with the team.
- Post totals of inventory records manually or in computer to secure database and archives.
- Maintain outstanding customer service, attend on every customer's needs specifically give advices to which and what eyeglasses design is more suitable for a certain patient/customer.
- Processing sales quickly, accurately and efficiently.

Key Achievements:

- Helped to establish the client trust to the company as one of the pioneer member of the branch.
- Contributed an easier manual process of inventory of stocks through a more organized and systematic filing of documents.

EDUCATION & QUALIFICATION

Diploma

Diploma in Computer Studies
System Technology Institute - Philippines (2002)

Certifications

VAT Master Class Seminar and Workshop (Vat Returns counter checking and analysis)
Filipino Institute - Al Garhoud Campus, Dubai- (2019)

Basic Accounting
Filipino Institute - Sharjah Dubai- (2018)

Basic and Advance AutoCad Application
Filipino Institute - Sharjah Dubai- (2018)

I hereby certify that the above information is true to the best of my knowledge and belief.

Vanessa A. Abaca