

Rosallie D. Dauz

BS in Com Science Major in Hardware Technology

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Nationality: Philippines

Age: 39 yrs



Position Desired: Receptionist/Indoor Sales Clerk/Assistant Account/Admin Assistant/
Content Analyst/Secretary

Objective:

- To accept full responsibility for the work to be assigned.
- To utilize my knowledge with competence and professionalism in relation to the task to be assigned.
- To be honest, impartial and dedicated to the work assigned.

Relevant Experience

- I am fully computer literate and conversant with Microsoft Office, Adobe, Power point, Encoding and analyzing of data.
- Can operate MS Office, Servant Salamander and WinEdt.
- Easily adopt on work environment of the office
- Proficient on letters and some other technical jobs
- Excellent interpersonal, written and oral communication skills
- Good moral attitudes
- Can work under pressure/overtime
- Reliable and dependable
- Can work independently
- Can work at a minimum supervision

Added Value

- Over 12 years of experience as Admin Personnel and Content Analyst, Sales Assistant and Secretary.
- Excellent communication skills
- Well versed in Microsoft office packages.

Relevant Experience

As an **Account** at PNI Logistics LLC, November 23, 2019 till present, as an accounts, I am responsible in receivable following up the payment from customer. Giving the report to management in regards for profit monthly wise and yearly. Posting all the entries in Flair. Processing all the payment request, issuing cheque and some related matter in bank.

As a **Receptionist /Indoor Sales Clerk/Assistant Account** at Solar and Safety Film Trading LLC (SolarGard), June 30 2015 till November 17, 2019, I am responsible for Handling customer queries over the phone and over the counter. Assisting the customer to choose film in the showroom. Handling after sales related complaints and providing solutions. Ensuring that we have stock film and categorized and organized at all times. I am responsible in doing the quotation, purchase order to the supplier, invoicing, input all the document in Tally if its receivable.

As a **Content Analyst** at SPI Global (Phils.) May 2003 to April 2015 I am responsible for Perform a post-release check-out or live test to further assess the accuracy or quality of the converted file. Analyzes and carries out layout and text correction according to job specifications and standards. Proofreads and check for format and structure consistency.

I hereby certify that the above mentioned information's are true and correct to the best of my knowledge and belief.

Rosallie Dauz

Applicant