

Rosebel A. Alingig

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OBJECTIVES

To utilize a challenging position expertise in business environment and a position that offers much opportunity for aggressive, dedicated individual with the leadership ability needed to advance.

SUMMARY

- Accounting and Administrative experience for Four years.
- Good knowledge in Microsoft Office tools like MS Word, Excel and Outlook.
- Proven analytical & numerical ability w/ attention to detail.
- Excellent interpersonal & communication skills, can handle multi task at the same time.
- High level customer service oriented with sales experience for two years.
- Organize, highly motivated, and detail-directed problem solver.
- Proven ability to work with unison with staff, volunteers, board of directors and CEO and can work under pressure.
- Proven time management skills and ability to handle a team for two years.
- Ability to direct complex projects from concept to operational status.
- Goal-oriented individual with strong leadership capabilities.

PERSONAL INFORMATION

Date of Birth	: October 24, 1994
Age	: 25 years old
Civil Status	: Married
Religion	: Christian
Citizenship	: Filipino
Height	: 5'1"

EDUCATION

Bachelor of Science in Accountancy

2011 – 2015 Urdaneta City University

Urdaneta City, Pangasinan

GRADUATED

SKILLS

- **Computer Literate (MS Office, Excel, Word and Powerpoint)**
- **Able to work under pressure.**
- **Communication and Leadership Skills**
- **Having a positive attitude, understanding, dedication.**
- **Able to accomplish and cope with deadlines, work schedules and other activities and willing to try new things to improve efficiency on assigned task.**
- **Willingness to learn and adjust**
- **Responsible and Accountable in using my skills and efforts to achieve great result**

WORK EXPERIENCES

October 4, 2017 – PRESENT

Desert Face International FZCO

EXPORT/LOCAL ADMINISTRATION

Jebel Ali, Dubai, UAE

- Applying Online Chamber for Export invoices.
- Provide QA for all incoming products from the supplier. Prepare invoices and Delivery notes Packing List for the products.
- Writing letters and emails on behalf of other office staff.
- Covering the reception desk when required.
- Provide information to internal colleagues or external enquirers.
- Handling sensitive information in a confidential manner.
- Replying to email, telephone or face to face enquiries.
- Develop and update administrative systems to make them more efficient.
- Responsible for resolving administrative issues, answering telephone calls, managing staff appointments, assisting visitors.
- Carrying administrative duties such as filing, typing, copying, binding, scanning etc.

FEBRUARY 2016 – AUGUST 2017

CBE Estrada Prime Holdings

CENTRAL SUPPORT SERVICES ASSOCIATE

PANGASINAN, PHILIPPINES

- Daily monitoring of currency rate and gold price in the internet which serves as a basis in setting the acceptance rate for new loans across all branches
- Supervises and OIC as well for the Auction Kiosk (display auctioned items from all branches) and other services of pawnshop like Forex and E-loading
- Checking of the following auction reports:
 - Daily Auction Sale Report
 - Consolidated Daily Auction Sales Report per month
 - Monthly List of Active Lay Away Transactions
 - Monthly List of Forfeited Lay Away Transactions
 - List of Reserved Items
 - Monthly Ending Inventory of Auctioned Items
- Picks up the auctioned items at all branches, thoroughly checks and forward at auction kiosk for display
- Provide report of the actual auction items versus the system inventory on a monthly basis.
- Helps, guides, motivates and encourages subordinates in reaching targets
- Ability to handle customer complaints, issues and questions
- Set the acceptance value of foreign currency with allotted margin of income and disseminate it to all branches
- Negotiates with the traders for the trading rate, prepare trading report and trade the dollars once approved
- Collect dollars in all branches in weekly basis and checking of monthly summary report of E-loading and Forex transactions.

SEPTEMBER 2015 – JANUARY 2016

CBE Estrada Prime Holdings

CASHIER/APPRaiser

PANGASINAN, PHILIPPINES

- Provides friendly, quick & efficient service to ensure customer satisfaction
- Process all pawnshop transactions - new loans, renewals, redemptions, partial redemptions and additional loans
- Appraise jewelries opt to pawn by the customer using the company's standard appraising procedures
- Collects payments of interest and penalties for a respective transaction, encodes in the system and issues official receipt and pawn ticket for the loan
- Cash handling & safe custody of collected cash daily

MAY 2015 -SEPTEMBER 2015

Wilcon Depot

Sales Lady

Pangasinan, Philippines

- Assist Customers to find what they need
- Helps customer make selections by building confidence, offering suggestions and opinions
- Create solutions and ensure a smooth sales process
- Collecting customers payment and remit the amount to cashier
- Works closely with Home Depot managers to deliver satisfaction to every customer entering the store

I hereby affirm that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed; falsified statements on this application shall be ground for dismissal.

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