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HAZELL ANNE S. MAGSUMBOL

OBJECTIVE	To work in a competitive environment in any challenging roles assigned, that shall be impart my experiences as well as my skills and abilities and be able to multitask as one of my qualities which enough to be in any role both professional and personal growth
SKILLS & ABILITIES	<ul style="list-style-type: none">• Computer skills• With Efficient customer service to customer and team members• Can work with less supervision.• Adaptable & Flexible to different situation.• Dedicated and has determination in doing a job right.• Computer literate proficient in MS word, Excel, Outlook & PowerPoint, Paint• Self-motivated and has experience to be a team leader with the ability to manage well.
PROFESSIONAL EXPERIENCE	<div><div><p>SALES AND LOGISTICS COORDINATOR EXPORIENT MIDDLE EAST FZCO</p><p>December 2021 – Present</p><p>Responsibilities:</p><ul style="list-style-type: none">• Preparing customer inquiries and sending quotations• Preparing and processing orders confirmation, invoices, customs document, shipping and insurance documents• Coordinate with the supplier for ordering stock• Plan and track the shipment from supplier and customer• Providing the list of deliveries to the warehouse• Follow-up and updating customers on collection, delivery, and order status• Processing for Dubai Chamber (COO) and Dubai Trade activity (Gate Pass etc)• Preparing ESMA Certificate documents.• Preparing weekly report like on hand stock, sales, customer, and supplier backorder for the management.• Coordinate with technical team for resolution of customer technical claims.• Submitting invoice, Statement of account and follow-up payment for the customer.• Coordinate with finance for payment and credit notes.</div><div></div></div>

ELV COORDINATOR (EXTRA LOW VOLTAGE AND BUILDING
MANAGEMENT SYSTEM DEPT)


NATIONAL FIRE FIGHTING MANUFACTURING FZCO
(NAFFCO)



February 2013 – December 2021

Responsibilities:

- Managing the day-to-day operations of the office.
- Provide general administrative and clerical support for the team
- Maintain electronic and hard copy filing system
- Maintaining the security of confidential documents
- Receive inquiries/tender from existing and new customers and sending acknowledgement well in time.
- Preparing and updating all the inquiry for incoming and outgoing for ELV and BMS.
- Preparing BOQ, quotation, tender, prequalification and submittal to customer.
- Responsible for keeping the necessary logs and registers to track documentation / progress of works.
- Preparing the expense report and forwarding it to the account for review.
- Schedule and coordinate meetings, appointments, and travel arrangements for the team.
- Coordinate with different department regarding work related (Contract, Delivery etc)
- Updating the CRM for the BMS inquiries.
- Coordinate with the consultant, client, and contractors to send various reports, drawings, submittals, and other outstanding issues.
- Providing information and regular support to clients.
- Coordinate the flow of information both internally and externally as necessary.
- Operated office machinery such as scanners, printers, copiers & fax machines.
- Preparing Attendance Sheet to the HR Dept.
- Requisition of stationary materials

	<p>DATA SUPPORT, RUSTANS SUPERCENTERS, INC. GREENBELTH BRANCH, PHILIPPINES</p> <p>June 2010 – October 2012</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> • Perform hardware and software support for store computer workstation and users. • On Site Network and Database administration. • Facilitates printing of various computer-generated reports according to established schedules. • Troubleshooting of Hardware and Software of POS machines. • Inventory Management • Switching on all Point-of-Sale (POS) terminals, updating per register counter, Backup all sales electronic journal per counter. • Checking of Price Change Notice (PCN) like new item, Price Change and Updating Barcode of item • Updating of all weighing scales thru (BMS 3 Bizerba Management System3) program • Sending of sales transaction data to head office • Extracting of daily sales data and send to head office. • Checking and assist, any errors/troubles regarding connection, uploading/downloading of data from the FSP host/server • Following the job orders issued by the production officer. 
TECHNICAL PROFICIENCY AND COMPUTER LITERACY	<ul style="list-style-type: none"> • Knowledgeable in platforms/ operating systems (e.g. Windows 2000, 2003 XP, Vista 7, 2010) • Knowledgeable in application/ programming software (e.g. Microsoft Dynamics 360, AX Software, ORACLE, ASCP, CRM, MS Office Suite) • Knowledgeable in other technical/ computer related works <p>(E.G. DESKTOP TROUBLESHOOTING)</p>
EDUCATION	<p>BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY AMA COMPUTER COLLEGE Caedo Commercial Center, Calicanto, Batangas City, Philippines 2006 – 2010</p>
PERSONAL DATA	<p>Birthdate: August 10, 1990 Age: 32 years old Civil Status: Single Gender: Female Citizenship: Filipino Religion: Roman Catholic</p> <p>VISA STATUS: EMPLOYMENT VISA</p>