



BEVERLY P. CANTERO

Indoor Sales Coordinator / Account Receivables



+971 56 988 0641



04 398 8781



beverlycantero@gmail.com



Al Jaddaf, Dubai, U.A.E.

COVER LETTER

Dear Hiring Manager,

I am writing to apply for the Indoor Sales Coordinator / Account Receivables in your company. I am over 4 years of work experience, 2 years in U.A.E. and 2 years in Philippines. I handle customer cultivation as well as lead follow up.

I am organized and detail oriented with a strong grasp of various sales techniques. My effective communication & administrative skills along with a knack for persuasion make me a competitive person. I am self-motivated individual skilled in taking action and finishing all assigned projects. With my diversified experience and skills, I am committed to bringing the best for the company.

The accompanying Curriculum Vitae can give you an idea of my potential for making a worthwhile contribution to your company. I am currently in Dubai and you may get in touch with me through mobile or email. I look forward to the opportunity to discuss my qualifications with you further in person.

Thank you for your time and consideration.

Sincerely,

Beverly P. Cantero





BEVERLY P. CANTERO

Indoor Sales Coordinator / Account Receivables

+971 56 988 0641

04 398 8781

beverlycantero@gmail.com




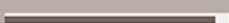
Al Jaddaf, Dubai, U.A.E.

EDUCATION

University of Batangas

Bachelor of Arts in Political Science
2012-2016

SKILLS

M.S. Word 
M.S. Excel 
Powerpoint 
VISACC 

Administrative 
Communication 
Teamwork 



PERSONAL

Nationality Filipino
Birthday October 3, 1994
Age 25 Years
Status Single

ABOUT ME

Over 4 years of work experience, 2 years in U.A.E. & 2 years in Philippines. An efficient part of team who can increase proficiency & productivity. Ability to work effectively & congenially with employees & clients at diverse levels. Adherence to deadlines without sacrificing quality of output. Systematic & methodical approach to work. Ability to put in extra efforts when called for. Energetic & capable of working with minimum supervision. Able to function in an independent as well as team-oriented environment. Outstanding administrative and communication skill.

WORK EXPERIENCE

INDOOR SALES COORDINATOR / ACCOUNTS RECEIVABLE JABER MEASAM FOODSTUFF LLC

Dubai Investment Park 2, U.A.E.

2018 - May 2020

- Coordinate sales team by managing schedules, filling important documents and communicating relevant information
- Ensure the adequacy of sales-related material
- Handle the processing of all orders with accuracy and timeliness
- Inform clients of unforeseen delays or problems
- Assist in the preparation and organizing of promotional material or events
- Accomplishes accounting and organization mission by completing related results as needed
- Verifies validity of account discrepancies by obtaining and investigating information from sales, trade promotions, customer service departments, and from clients
- Protects organizations value by keeping information confidential

HUMAN RESOURCE (HR) ASSISTANT CLUB BALAI ISABEL

Talisay, Batangas, Philippines

2016 - 2018

- Support all internal and external HR related inquiries or requests.
- Maintain digital and electronic records of employees.
- Assist with the recruitment process by identifying candidates, performing reference checks and issuing employment contracts.
- Maintain calendars of HR management team.
- Oversee the completion of compensation and benefit documentation.
- Assist with performance management procedures.
- Schedule meetings, interviews, HR events and maintain agendas.
- Coordinate training sessions and seminars.
- Perform orientations and update records of new staff.
- Produce and submit reports on general HR activity.
- Process payroll and resolve any payroll errors.
- Complete termination paperwork and exit interviews.
- Keep up-to-date with the latest HR trends and best practice.