

JERELINE BRAVO ORO

ADMIN ASSISTANT

+971 54 354 5130

JERELINEBRAVO25@GMAIL.COM

DUBAI UNITED ARAB EMIRATES



PROFILE

An Independent, Innovative and Reliable Admin Officer that has 8 years relevant experience in Front Office Management with Exemplary Communication, Clerical and Administrative skills.

I am seeking an employment in an organization where I can obtain a challenging and rewarding position that will utilize my Administrative and Accounting skills to benefit the employer and advance my career.

PERSONAL INFO

DOB: March 25, 1980

Nationality: Filipino

Civil Status: Married

Visa Status: Employed

Languages: English, Tagalog, Basic Arabic

EXPERIENCE

OFFICE ASSISTANT I DUBAI ISLAMIC BANK

Al Tanmyah Services LLC, Dubai UAE

MAY 2014 - PRESENT

- Performs secretarial, clerical and administrative duties such as bookkeeping, data entry, emailing, faxing, printing and filing of reports.
- Assist the receptionist in providing resource information and documents.
- Filing corporate documents, records, and reports as per bank requirements
- Handle and prioritize all outgoing or incoming correspondence (e-mail, letters, packages etc.)
- Placing and expediting orders, verifying receipt, stocking items, delivering supplies to work stations.

ADMIN ASSISTANT cum ACCT. ASSISTANT

ELC Trucking Services

Navotas, Philippines

NOV 2012 - MAR 2014

- Responsible for collecting on receivables, recovery of and delinquent client accounts.
- Responsible for creating bills and handling imports and exports to their respective destinations
- Handle budgets and allowances of the drivers and preparing, providing routes and destinations to undertake.
- Responsible in handing cheque's to different supplier, PCV allowance, payroll, funding Insurance cheque and professional's retainer's fee.
- Reconcile invoices and identify discrepancies, create and update expense reports and process reimbursement forms.
- Manage payroll for the salaries of the employees.
- Monitoring the monthly net Income of per tractor head.

SKILLS AND QUALIFICATIONS

- *Bookkeeping*
- *Excellent Typing and Data Entry*
- *Knowledgeable in MS Office*
- *File Management*
- *Document Control*
- *Basic Accounting*
- *Knowledge in Quickbooks*
- *Outstanding Customer Service*
- *Sales and Marketing*
- *Visual Merchandising*
- *Stock inventory*
- *Cashier and Billing*

EDUCATION

Technological University of the Philippines

Bachelor of Science in Computer Science, 1998 - 2001 3rd yr.

DATA ENCODER I MR QUICKIE CORPORATION

Pasig City, Philippines

OCT 2010 - NOV 2011

- Ensure accurate accounting data entry encoding, posting, updating and file maintenance on Quickbooks (accounting software)
- Responsible for posting daily sales report of all management shops at the end of the day.
- Prepare and generate reports of account receivables collected and uncollected daily.

PRODUCTION MACHINE OPERATOR

UNITED TEST ASSEMBLY CENTER

Hsinchu, Taiwan ROC

AUG 2009 - MAY 2010

- Carry out production, inspection, packaging and machine operation duties, including, ATE test for mixed signal, Analog, Logic IC's, SRAM Combo memory device.
- Responsible for checking the units (IC's) quality and quantity, ensuring all materials marked are passed for quality.
- Make sure correct dates and sequence numbers are captured by checking documents.
- Perform other duties as assigned with strict compliance to safety standard and company policies.

SALES ASSOCIATE I SM SHOEMART DEPT. STORE

Quezon City, Philippines

JAN 2007 - JUL 2007

- Assist customers in a timely, efficient and courteous manner delivering superior customer service utilizing suggestive selling techniques, merchandise selection and merchandise returns.
- Move merchandise autonomously. Maintain the floor according to company directed standards and department area by size/vendor/silhouette/color/price and discount.
- Keep up to date with special promotions and putting up discount displays and price tag updates.

RETAIL SALES ASSOCIATE I BENCH CLOTHING

Manila, Philippines

JUN 2006 - DEC 2006

- Help customers identify and purchase appropriate clothing style that suits their needs.
- Be knowledgeable of store product lines, pricing and current inventory.
- Keep the branch neat, clean and visually appealing at all times by ensuring attractive sale displays.
- Perform other duties such as opening and closing cash register, accept payment, manage stock inventory, acquisition and inputting price tag to merchandise.