CELITO ROMEL SORIANO

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VIDEO SITE:
HTTPS://VIMEO.COM/
ROMELVIDEO

SUMMARY OF QUALIFICATION

Administration – Performs daily weekly and monthly reports, generates account / project summary reports.

IT Supports – Provide technical assistance from hardware, software and other computer related issues.

Events Management – Manages or assisting and production of corporate events from site visit for layout and locations.

Client Service Management – built and maintains good relationship to new and old clients.

EXPERIENCE

ADMINISTRATIVE ASSISTANT / HAPPY TOWER REAL ESTATE
July 2018 – March 2020

• Technologically savvy and able to learn new programs quickly and able to troubleshoot common issues; proficiency in Word, Excel, Power Point, Outlook and Internet skills, familiar and knowledgeable with myCRM, Bayut, Property Finder, and other property portals.

• Submit required documents for each property to get Trakheesi Permit.

• Have excellent attention to detail and high-level accuracy with documents.

• Reply Office phone calls and emails.

• Create client database and manage document filing

• Excellent customer service and interpersonal skills; can empathize and build relationships with a variety of personalities.

• Flexible in daily routine; ability to prioritize and manage shifting responsibilities.

• Ability to Work independently with minimum direction

• Always ready to supports the entire team in achieving their goals.

• Having UAE Driving License

OBJECTIVE

To attain a challenging position utilizing my ability, developed through my experience with an opportunity for professional growth who can easily be motivated as well as provide motivation to my colleagues for the betterment of the company.

OTHER INFORMATION

Date of Birth: 03 January 1981
Nationality: Filipino
Marital Status: Married
Language Spoken: English, Tagalog, Basic Arabic

INTERESTS

Basketball
Open Water Scuba Diving
Technology Photography
Videography

MERCHANDISER / LUSAIL WATER FACTORY
July 2017 – April 2018

Merchandiser is the driving force behind our business which is structured to meet customer expectations in each country, region and store.

Key Factor:
• Assortment mix
• Competitive sourcing
• Suppliers
• Shell Display
• Quality
• Product safety
• Management of merchandiser flows

ADMINISTRATIVE STAFF / ABDULLAH ABDULGHANI & BROS. CO. W.L.L.
February 2009 – March 2017

• To support the sales team and ensure that all administration is taken care off to have a successful sales deal.

• Adherence to work standard, enhance the quality of service to the company by reducing the percentage of errors, delays etc. (Incident tracker for Project/Technical/General Submittals).

• Increase customer satisfaction and support sales team to achieve targets.

• Accountable for making Quotations and Sales Order such as for Oman Cables Industry and MK by Honeywell wiring devices, cable support system, floor distribution system & automations and control solutions.

• Ensuring accurate and timely entry of quotations and delivery of quotes to customer with maintain discount guidelines from the company.

• Coordinates with the warehouse supervisor the proper materials to deliver and the appropriate delivery schedule and contact persons of our clients.

• Perform business management duties such as preparing submittals, maintaining records and files, preparing reports and ordering supplies and equipment.

• Monitor and coordinate deliveries of items between suppliers to ensure that all items are delivered to site /store on time.

• Assisting walk-in customer, answering a high volume of call inquiries,

follow-up and assisting clients for the right product they need.
- Follow-up for deliveries & payments (incoming & outgoing).
- Controls and maintain an organized filing of all documents for office

 (i.e tender bids, quotations, contracts, daily incoming and outgoing correspondences/memos, invoices).
- Knowledgeable in using SAP.
- Internal support Photography and Videography.

SALES ASSISTANT / ACE HARDWARE PHILIPPINES CO.
June 2007 – February 2009

- Providing excellent customer service.
- Maintaining eye-catching effective displays within the store.
- In charge of paint section
- Handling Quotations, checking daily the markup and markdown of all items, using Merchandise Management System.
- Advising customers.
- Taking pride in store and maintaining it to a high standard.
- Processing transactions quickly and accurately
- Following operating procedures
- Responsible for computerized mixing of ACE paints.
- Providing customers with an enjoyable shopping experience

QUALITY ASSURANCE STAFF / INFORMATION ANALYSTS CORPORATION, PHILIPPINES
September 2002 – August 2003

- Responsible for the selection of audit samples up to report preparation of Project Audits.
- Handles all preparatory stages of audit from sample selection to generation of audit results.
- Assigned to monitor the batting average of auditors thru mining and the checking of mines.
- Coordinates with other members of the QA department.
- Attends meetings that may be called by QA management.
- Informs QA Team Manager / Team Assistant of audit status as well as problems/difficulties encountered.
- Endorses unfinished tasks to his/her counterpart in the next shift.
- Gather data and make reports.
- Renders overtime when requested.

QUALITY ASSURANCE STAFF / INNODATA PHILIPPINES, INC.

March 2001 – November 2001

• Complies data and types information into QA's database

• Follows the procedure and instruction for audit and other related procedures and/or work instruction.

EDUCATION

BACHELOR OF SCIENCE IN COMPUTER SCIENCE / 2002-2005

ARELLANO UNIVERSITY, PHILIPPINES

COMPUTER SYSTEM DESIGN AND PROGRAMMING / 1998-2000

AMA CLC PASIG, PHILIPPINES

SEMINARS AND TRAININGS

✓ Professional Video Editing – Adobe Premier Pro CS6 (Qatar)

✓ PC Assembly and Servicing (DOLE-OWWA Qatar)

✓ Fundamentals of Business Writing (Qatar)

✓ Philippine Youth Congress in Information and Technology (Philippines)

✓ Computer Assembly Workshop (Philippines)

✓ Quality Awareness Training (Philippines)