

Rosario Allam Lucas



Seeking a challenging opportunity where I will be able to utilize my knowledge, skills and ability to work well with people. To be able to learn and undergo any training that will enable to grow and advance in my chosen profession or in other field.

Experiences:

ADMINISTRATIVE ASSISTANT/OFFICE IN CHARGE

Gulf Key General Trading LLC, Dubai, United Arab Emirates

August 2013 - Present

- Manage a range of administrative functions, such as answering incoming phone calls, printing, scanning and managing various office files and records.
- Negotiate with suppliers, prepare quotations and Performa Invoice according to customer inquiries and generate order processing.
- Process purchasing of orders thru online banking transfer or by cash.
- Prepare *Invoices, *Packing Lists and *Certificate of origin (COO), *MOFA stamp or any requested Certificate for custom clearance of the goods to port destination.
- Coordinates with shipping line to get better freight and request booking once order is final to process loading of goods for export process.
- Fill up Shipping Instructions (SI) to request for BL draft from shipping line.
- Request SGS inspection of the goods upon customer request
- Arrange sending of Original documents by courier to customer.
- Coordinates with Real estate and process Tenancy Renewal.
- Process Company Trade License Renewal.
- Renew Custom Code in Dubai Trade portal.
- Process salary of staff thru WPS (Wage Protection System) on monthly basis.
- Handles petty cash and performs basic accounting for company expense report and customer individual accounts.
- Maintain office supply inventory and placing orders when necessary.
- Organizing travel by booking hotel accommodation and reservation needs as required.
- Prepare receipts and related documents for Vat return application.

Education:

Doctor of Veterinary Medicine

Cagayan State University,

Tuguegarao City, Philippines

June 2001 – April 2008

Graduated

Nursing Assistant Professional

Diploma

Dubai, United Arab Emirates

July 2022 – January 2023

Skills:

- Admin Support
- Export Documentation
- Ability to manage own workload and work towards tight deadline
- Computer Skills
- Communication skills

Personal Details:

Gender: Female

Civil Status: Married

Religion: Roman Catholic

Language: Tagalog & English,

Visa Status: Employment visa

OFFICE CLERK/SECRETARY

Golden Pen General Trading LLC, Dubai, United Arab Emirates

August 2010 - 2013

- Performed administrative and clerical tasks such as typing, completion of simple forms, scanning, printing and answering of phone calls.
- Filing and sorting office documents for easy retrieval.
- Greeting customers or visitors when visiting the office.
- Managed mail and ensuring delivery to right recipients.
- Performed other office duties as assigned.

STORE CLERK

Cagayan Poultry and Agricultural Supply, Tuguegarao & Cauayan Branch

August 2008 – March 2010

- Greet and serve customer queries and orders
- Familiarized products and set-up in store
- Developed promotional material and train new staff.
- Managed day to day operation of the store.
- Greet, serve or assist the customers on their queries and orders.
- Accepting payments from Customers and report daily sales.
- Keep track of Inventory and maintain adequate stock of the store.
- Maintained and organized neatness of the store.

School Documents & Character Reference will be furnish upon request