

ESTRELLA CHARISSE T. AMOIN

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I am seeking a challenging and fulfilling position, where my strong work ethics background, qualifications, knowledge and work experience skills may be further developed and fully exercised to the benefit of the organization. In a position where I can use my abilities to assist my employer, their company and their clients with a high level of performance.

PERSONAL DATA

Birthday : 19 September 1993
Age : 24
Gender : Female
Civil Status : Single
Citizenship : Filipino
Religion : Catholic
Languages : English, Tagalog
Visa Status : Family Visa

QUALIFICATIONS AND SKILLS

- Proficient with Microsoft Office Application: Word, Excel, Outlook & etc.
- Knowledge in Epicor ERP Software
- Knowledge in Tally ERP Software
- Knowledge in Adobe Photoshop
- Hardworking, Quick learner, and Ability to assume responsibility
- Self-motivated; able to learn on own initiative
- Organization and prioritization skills
- Time management skills
- Achieve high levels of multi-tasking ability by remaining focused and goal oriented, completing several tasks simultaneously to reach desired targets

WORK EXPERIENCE

PROJEXON ARABIA TRADING & SERVICES (Doha, Qatar)

April 2017 - Present

Sales Coordinator

- Managing all the sales related activity of the company.
- Handling a high volume of customer enquiries while providing a high quality of service to each caller.
- Tracking sales order to ensure that they are scheduled and sent out on time.
- Effectively communicating with customers in a professional and friendly manner.
- Ordering and ensuring the delivery of goods to customers.
- Carrying out administrative tasks such as data input, processing information, completing paperwork and filling documents.
- Resolving any sales related issues with customers.
- Completing the administrative needs of the Sales Department.
- Ensuring that sales transactions are completed accurately.
- Sending and Preparing Quotations, Purchase Order and Delivery Note for the customers.
- Making Materials Submittals for the items that have already been delivered.

DOHA DRUG STORE (Doha, Qatar)

March 2014 – April 2017

Sales Coordinator/ Document Controller

As a Sales Coordinator

- Coordinate the sales team by managing schedules, organizing client's files and documents, and communicating relevant information
- Deal with customers and salesman queries relating to orders
- Handle incoming calls and emails
- Prepare LPO and invoices
- Inputs Purchase order into the Database software
- Handle order processing with accuracy and timeliness
- Responsible for receiving and recording all incoming and outgoing orders.
- Maintain sales records and prepare sales reports
- Perform all other duties as assigned by management in a professional and efficient manner.

As a Document Controller

- Input document data into the standard registers ensuring that the information is accurate and up to date.
- Make sure that controlled copies of latest approved documents and invoices are given to the appropriate Salesman, Clients and Customer as applicable.
- Maintaining updated records of all approved documents and Order Receipt and their distribution clearly.
- Maintaining the files and control logs
- Maintaining the documents and Order Receipt in the Document Control office under safe custody without any damage or deterioration with easy traceability
- Coordinate with Accounts Department and Sales Representative

AERADIO TECHNICAL SERVICES W.L.L (Doha, Qatar)

March 2012 - February 2014

Document Controller/ Admin Officer

As a Document Controller

- Performs the necessary filing.
- Assists in documentation control.
- Performs all computer operation/encoding as instructed by my immediate superior.
- Assist in preparing and managing documentation internally/by subcontractor
- Ensure accessibility, traceability and accuracy of documents
- Control workflows management and documents distribution

As a Admin Officer

- Deal with telephone and email enquiries, using an email system(e.g. Outlook)
- Create and maintain filing and other office systems
- Organizing and storing paperwork, documents and computer-based information
- Composed, prepared, edited, and distributed correspondence and other department documents
- Prepare reports and arrange meetings
- Ordered and distributed office supplies
- Provide Assistance to Manager

EDUCATION

College attended: **APTECH COMPUTER EDUCATION CENTRE**
Diploma in Information System Management
S.Y.: 2014-2015

UNIVERSITY OF SAN CARLOS-PHILIPPINES
Bachelor Science of Computer Technology-Multimedia
S.Y 2011-2012

High School: **PHILIPPINE SCHOOL DOHA**
S.Y: 2007-2011

I hereby certify that all statements given in this application are true and correct to the best of my knowledge and belief.

Estrella Charisse Amoin
Applicant