



Camille Viterbo

To extend my expertise in financial and procurement operation with exceptional customer service and administrative support that would streamline overall process in attaining extra mile success

Contact



+971 542 027612



camilleviterbo0912@gmail.com



Abu Dhabi, UAE

Education

Safeway HealthCare and
Ambulance and Management
CSSD Technician

Malayan Colleges Laguna

Bachelor of Science in Entrepreneurship
Deans Lister

University of the Philippines Diliman
Manager's Course
Scholar

Experience

Securetech LLC

February 2023- August 20, 2024

Pre-sales

Prepare proposals and work closely to sales team to build rapport with the customers.

Procurement

Assessing products, services and suppliers in negotiating contract and agreements in issuing Purchase Orders that met company needs.

Collection

Raise invoice and submit to customer. Sending payment reminders and issuing receipt for cheque collection.

AnneArtwear Project

January 2022- March 2024

Event Coordinator - Part time

Responsible for planning, organizing, and executing events and exhibitions from concept to completion. You will work closely with clients, vendors, and internal teams to ensure every detail is meticulously managed and events run smoothly

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Training

- Front Liners Medical Staff Training
March 2024
- CSSD Core Skills Training Program
March 2024

Expertise

- Microsoft office
- Financial practices
- Creativity
- Communication
- Problem Solving
- Time Management

References:

Securetech LLC

Salem Al Hadhrami

Project Compliance Lead

+971 555300309

Boulevard Medical Center

Arnel Nacional

Sterile Technician

+971 564265352

Al Shirawi Group of Company.

May 2022 - November 2022

Procurement

Monitor market trends before issuing Purchase order for cost efficiency.

Developed procurement strategies aligned to company objectives, and maintain accurate and up-to-date stocks record.

Receptionist

Assigned on the reception area, handling phone calls, emails, and visitors. Assist in coordinating meetings and managing office documentation

MetroBank Corporation

May 2015 - March 2022

Fulfillment Specialist

Assure completeness of documents without deficiencies for the requirements used to process commercial loan booking and manage the consistency and accuracy of any release and payment requests.

Collections Associate

Performs collections thru calls for preventing payment delinquency and provide excellent customer service for any queries and request of credit card holder clients.