



# 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.