



JEROMA SUNGA

(Own Visa)

WORK EXPERIENCE

Company: Prestige Carpet Fzc (Saif-zone Sharjah, UAE)

Designation: OFFICE ADMINISTRATOR & SALES COORDINATOR

Duration: February 15, 2020 – to June 7, 2022 (2yrs. 3mos.)

Reported directly to the managing director. Point of contact of all clients and colleagues. Managed all the projects from start to finish, including after sales. Created and revised costing sheets, quotation, and purchase orders. Responsible on sending quotation to clients and follow ups all client's payment through mail and calls. Provided all technical data sheet/documentation of products needed for the projects. Managed the import and export orders by coordinating to Dubai customs clearing agent and customs clearance at Sharjah Freezone. Booked courier for sending carpet samples to clients. Managed on creating and sending tax invoice to clients. Coordinated office activities and day to day operations to secure efficiency and compliance to company policies. Supervised all staff to ensure all important task was not neglected. Managed to contact new potential clients and submitted clients list reports to the manager. Managed clerical duties such as answering phone calls, responding to emails, including office correspondence, memos and business letters. Created and updated records of database of employees file and other confidential data. Submitted timely reports of attendance, weekly individual report and assisted Accounts on monthly sales report. Responsible for office supplies stocks and place orders when necessary.

Company: Majid Al Futtaim LLC-Carrefour (Dubai, UAE)

Designation: CCO IN CHARGE / HEAD CASHIER

Duration: February 10, 2017 – December 30, 2019 (2yrs. 10mos.)

Managed the daily sales reports and in-charged to email daily sales reports to the store manager, finance department and security department. In-charged on depositing cash sales on daily basis. Managed the closing and opening of the telnet store system. Managed to checked and balanced the cash float inside and outside the vaults as per record in the system. Responsible on counting each cashiers daily sales and reported the shortages/discrepancies of all cashier on daily basis. In-charged on requesting money change to Transguard. Monitored cashiers attendance and created cashier's monthly schedule in the absence of supervisor. Solved any complains in the cash counter. In-charged on refunding the items bought by customers. Trained and oriented new cashiers. Open and close the registers when needed, handled transaction accurately, monitoring cash limits and ensuring quality customer service at all times. Provided friendly and efficient check-out lane experience. Delight the customers with consistent and pleasant service, which resulted in increase of regular returning customers.

PERSONAL INFO

NATIONALITY: Filipino

MOBILE/WHATSAPP NO.:

052-3261005

EMAIL ADDRESS:

romasunga@gmail.com

BIRTHDAY: July 24, 1978

CURRENT LOCATION: Sharjah, UAE

RELIGION: Christian (MCGI)

PASSPORT EXPIRY: September 2029

VISA STATUS: OWN VISA valid
2024

TRAININGS ATTENDED

1. CCO In-charge Seminar – Majid Al Futtaim - Carrefour Century Mall (December 2017) completed 3 days
2. CCO Cashier Seminar – Carrefour Century Mall (February 2017) completed 12 days
3. Tally ERP 9 - Oasis Institute - Dubai UAE (June 2019) completed 20 hrs.
4. Basic Arabic Language - Pomegranate Institute, Dubai (September 2018 - October 2018) completed 18hrs

OTHER SKILLS

1. Trustworthy and can work in minimum supervision
2. Positive attitude, hardworking and sincere
3. Adapts quickly in training skills and work habits
4. Has a good sense of responsibility, patience and initiative
5. Able to multitask
6. Highly skilled and dedicated in customer / client service industry

Company: Summit One Business Solutions Inc. (Makati City, Philippines)

Designation: BILLING AND COLLECTION OFFICER

Duration: January 13, 2013 –October 31, 2016 (3yrs. 9mos.)

In-charged on monitoring and billing more than 100 clients accounts weekly.

Reviewed all contracts to ensure billing terms are followed accurately. Monitored aging accounts and emailed payment reminders to respective client. Managed the schedule of collection and coordinate with Liaison staff to make sure to deposit all collection on company's bank accounts. Recorded all collection on Xero Software. Created and updated Tax Invoice on Xero. Prepared and released bank cheques for government payment and prepare quotations if needed. Increased the collections by 99.9% monthly without any complains from clients. Kept and file all clients confidential information.

Company:Pinnacle Sources Global Consultancy Inc.(Makati City, Philippines)

Designation: ADMINISTRATIVE ASSISTANT

Duration: August 2010 –December 2012 (2yrs. 4mos.)

Managed files/folders and compiled all records properly. Assisted financial records and reports of the company. Updated records and reports of finance. Updated information on database of the computers and retrieved files on demand. Handled petty cash. Clerical duties includes email correspondence, documents and reports. Perform document photocopying and scanning. Manage cash vouchers, disbursement records, liquidation of office supplies.

SKILLS

Accounting	85%
Computer Literate	95%
Adapts Quickly	95%
Resourceful	95%
Fast Learner	95%
Customer Service	95%
MS Office	95%

EDUCATION

Course: Graduated Associated Degree in Computer System Design and Programming

School: AMA COMPUTER LEARNING CENTER (Manila, Philippines)

Graduated: March 2002

Course: Graduated Secondary Highschool

School: ANTIPOLLO NATIONAL HIGH SCHOOL (Antipolo, Philippines)

Graduated: March 1998