



## Rosedale M. Guatlo

*Abu Hail, Dubai / Kuzam, Ras Al Khaimah*

*Contact Number #: +971 58 226 1187*

*E-Mail Add : [dguatlo@yahoo.com](mailto:dguatlo@yahoo.com)*

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**Objective:** Looking for the greatest opportunity to work as Administrative Staff, HR Staff, Sales Coordinator, Marketing Staff or an Executive Secretary for a reputed company.

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### **Skills:**

- Having 10+ years of experience as the administrative assistance.
  - Ability to perform administrative and office support activities.
  - Passionate, hard worker and well organized professional with power to prioritize and multitask.
  - Ability to meet deadlines
  - Having strong analytical and organizational skills.
  - Proficient with computer literate such as Microsoft Word, Microsoft Excel, Power point and Internet.
  - Able to keep project on schedule.
  - Able to update and delegated detail and all projects.
  - Able to handle incoming calls and requests.
  - Ability to do research, draft and abstract reports.
  - Responsible for other duties as assigned.
  - Good liaison with all other department members
  - Flexible to work in non-business hours
  - Good driver.
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### **Computer skills:**

Proficient with

- MS Office
- Microsoft Excel
- Power Point
- Internet

## Career History

### Office In Charge cum Accountant

MMAC Rent A Car LLC

March 2015 – June 2019

#### *Job Descriptions being Sales Marketing:*

- Visiting the prospective Customer in Hotels, Company or Individual to promote and introduce the products.
- Preparing the brochures and lift lets to the prospective customers.
- Conducting the phone calls to offers the cars to the prospects customers and company.
- Communicating the sales team in regards to their targets and suggestion.
- Updating the status of available cars.
- Assisting the delivery of each vehicle.

#### *Job Descriptions being Admin/Hr Departments:*

- Greet and Assist Visitors.
- Direct calls and respond to inquiries.
- Open and distribute the email.
- Maintain the confidential records and files like Emirates ID, Passport and Vehicle License near to expire.
- Coordinate repairs to office equipment.
- Preparing the Inventory Office Supplies.
- Prepare documents and reports on the computer using Microsoft Words, Excel, Power Point and Paint.
- Preparing the Job Order of the Vehicle.
- Preparing timesheet and salary.
- Arranging the flight and hotel booking reservations.
- Assist in the recruitment procedure.
- Processing the labor application and cancellation in Tasheel and Immigration.
- Preparing the memo and other important letters as per requires.
- Set up the interviews of the applicant.
- Perform other related duties as required.

#### *Job Descriptions being Accountant:*

- Entering the receipts, payables and voucher in Aboushi System.
- Depositing the cash sales in the bank.
- Bank reconciliation.
- Generating the daily, weekly and monthly reports.
- Generating the statements of each customer.
- Calling each customer for reminding payments.
- Collecting the return Cheques from the bank.
- Checking the Salik and RTA fine for each customer.
- Reminding the owner of the company for the bank commitments.
- Make the LPO's
- Making the summary of Office Bills like Dewa, Telephone and other expenses.

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### Sales/Events Coordinator

Elite International FZE

December 2012 up to April 2013

#### *Job Descriptions being Sales Coordinator:*

- Supporting the sales team in attaining sales targets.

- Communicating the sales team in regards to their pending orders and deliveries.
- Preparing daily, weekly and monthly sales reports.
- Updating the status of sales order
- Coordinating and responding to all request of internal meeting.
- Doing the canvassing for the requirements of the Manager and Sales Executives
- Monitoring the schedule of sales department.

***Job Descriptions in Events Coordinator:***

- Preparing the Permit and Documents of each Events.
- Do the canvassing for materials that needed on each events like locations, invitations, Food and Beverage, Signage/Banner (including the badge names and gift away) and Decorations.
- Assisting the Management on the site proper for some preparations like designing and clean up (if necessary).

**Sales Coordinator cum Admin Assistant  
Arabian House Trading (Al Ghurair Foods)  
March 2008 up to October 2012**

***Job Descriptions being Sales Coordinator:***

- Supporting the sales team in attaining sales targets.
- Communicating the sales team in regards to their pending orders and deliveries.
- Preparing daily, weekly and monthly sales reports.
- Updating the status of sales order
- Coordinating and responding to all request of internal meeting.
- Make a record of the LPO's from the Fax Machine
- Preparing letters, memo and promotional product and send to the Sales staff.
- Promoting some incoming promotions to the clients.
- Updating the clients about their pending products.
- Monitoring the schedule of sales department.

***Job Descriptions in Admin/HR Department:***

- Greet and assist visitors
- Direct calls and respond to inquiries
- Open and distribute the mail
- Maintain confidential records and files like Labor Cards, Passport and Municipality Cards near to expire
- Coordinate repairs to office equipment
- Preparing the Inventory Office Supplies.
- Prepare documents and reports on the computer (using Words, Excel, PowerPoint, Publisher, Picture Manager and Adobe (basic)).
- Preparing the Job Order of the Vehicle.
- Updating the Vehicle Driving License, Eppco and Municipality records near to expire.
- Making the Overtime and Salary Reports.
- Arranging the Flight and Hotel Booking Reservations.
- Assist in the recruitment procedure.
- Set up the interviews of the applicant.
- Perform other related duties as required.

***Job Descriptions in Accounts***

- Making the summary of Telephone bills
- Entering the Invoice in Oracle.
- Making STN to the Van salesman.
- Run the Daily Sales Report.

## Personal Information

- Date of birth : January 15, 1981
  - Place of birth : Binangonan Rizal, Philippines
  - Citizenship : Filipina
  - Height : 5"3'
  - Weight : 90lbs
  - Gender : Female
  - Passport : P3508537A
  - Expiration : June 2022
  - Visa Status : Cancel Visa and can join immediately
  - Visa Expiration : 1 August 2019
  - Driving License : 1471735 – Auto Vehicle
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## Educational Background

### **Year 2002 Completed College**

**Bachelor of Science in Business Administration**

**Major in Management and Accountancy**

Philippines School of Business Administration

Katipunan, Quezon City. Philippines

### **Year 1996 Completed High School**

Roosevelt College, Marikina Philippines

### **Year 1992 Completed Elementary**

Parang Elementary School, Philippines

### **Year 1985 Joined Preparatory**

Concepcion School, Philippines

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## Character References

*Upon Request*