

LOURDES H. EPE



To secure a position with a stable and profitable organization, where I can be a member of a team and utilize my work experiences to the fullest providing outstanding performance and a high degree of responsibility.

PROFESSIONAL EXPERIENCE

VEHICLE SALES ADMIN

FASTPACE-CEBU INC.

Jul 2019- up to present

- Prepare quotations and assist agent the least price they can offer to the customer
- Create purchase orders to new/existing suppliers
- Follow-up delivery status and arrival
- Prepare request forms for the company expenses and supply of materials
- Assist walk-in clients and phone calls inquiry of unit's availability
- Liquidate petty cash and other company expenses
- Prepare documents for the unit released
- Assist pre-requisite requirements for the registration of unit
- Monitor inventory, sales, and quarterly quota
- Prepare sales commission request
- Maintain client and pricelist confidentiality

ADMIN & SALES OFFICER

MAAL TRADING LLC DUBAI

Jul 2018- Jan 2019

- Prepared quotations and offered the best price to the customer
- Created purchase orders to new/existing suppliers and followed-up delivery
- Liquidated petty cash fund and requested for reimbursement
- Monitored the timely payment of company's DEWA and Etisalat Bill
- Daily follow-up of account receivables from customers through mails & calls
- Took online bank statement daily and monthly
- Weekly sales invoice checked with Tally sales ledger print out
- In-house management (Trade license renewal, Vehicle Registration, Visa & Insurance)
- Updated the supplier and customer details (Emails, Tel no. & credit application)
- Checked daily staff attendance
- Provided both clerical and administrative support to manager and co-staff
- Maintained office stationeries and office cleanliness

HR & ADMIN REPRESENTATIVE

ACPOWER ENGINEERING SERVICES

Jan 2017- Jul 2018

- Assisted recruitment of applicants, scheduled interview, & conducted initial orientation
- Prepared HRIS data entry and updated employment status-change
- Provided payroll information by collecting time and attendance records
- Responsible for the appropriate distribution of payroll
- Ensured all purchase order are delivered and properly recorded
- Carefully checked all the tools needed for preventive maintenance prior to schedule
- Kept the clients' service contract and monitored expiration dates
- Prepared sales invoice, took collections, and deposited payments
- Responsible for the disbursement of petty cash fund and summarized liquidation
- Maintained office supplies by checking inventory and reordered items
- Monitored monthly dues and on-time payment of telephone, water and electric bill
- Provided general administrative support like mailing, scanning, & copying of documents
- Handled telephone calls and relayed to appropriate department or individual
- Prepared memos, invoices, collections, and other reports through word and excel

BILLING & PAYROLL SUPERVISOR

ADVENTURERS MULTIPURPOSE COOPERATIVE

Jul 2014- Jan 2017

- Gathered, arranged, and input payroll date correctly and timely
- Resolved payroll discrepancies by collecting and analyzing information
- Processed weekly and monthly sales invoice per contracts delivered
- Consolidated weekly payroll information to finance head and benefits-in-charge
- Met the collection's weekly quota
- Regular follow-up of pending collection from clients
- Provided appropriate answers to clients' questions
- Created relevant reports and ensured all records are properly maintained
- Provided solutions to invoices with problem by carrying out relevant investigation
- Ensured accurate records of payroll by regular system updates

PERSONAL INFO

Address:

Tunghaan Minglanilla Cebu

Mobile Number:

0928-702-0688

E-mail:

lourdesepe416@gmail.com

Date of Birth:

October 26, 1993

Place of birth:

Cebu City

Nationality:

Filipino

Marital status:

Single

AWARDS

EMPLOYEE APPRECIATION

AWARD Acpower Engineering Services January 16, 2018

RESPONSIBILITY AWARD

Adventurers Multipurpose Cooperative December 3, 2016

SKILLS

Time Management
Oral and Written communication
Email Management Customer Service Detail Oriented
Responsible
Team player
Data Entry
MS Word, Excel & Outlook

CHARACTER REFERENCES

MARY APRILLE JEAN BERO

Admin Head
Fastpace-Cebu Inc.
0931-001-1653

MELLANIE SOLOMON

Admin Head
Maal Trading L.L.C
+971-502-266-907

THOMAS E. MERCINES

Area Manager
Acpower Engineering Services
0927-584-0370

EDUCATION

BACHELOR OF SCIENCE IN INFORMATION SYSTEM

ASIAN COLLEGE OF TECHNOLOGY

Jun 2010- Mar 2014