

ARIEL R. MESIAS

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OBJECTIVE:

- To obtain a meaningful and challenging position that can give me opportunity to grow and allows for career advancement.
- ➤ To enhance my professional skills in a dynamic and stable workplace.

PERSONAL DATA:

Date of Birth : February 25, 1985 Age : 39 years old

Country of Birth: Philippines

EDUCATIONAL ATTAINMENT:

College Graduate : Jose Rizal University

Bacher of Commercial Science Banking and Finance Graduated year 2010

DUBAI WORK EXPERIENCE:

MELISA TRADING LLC

August 2016 – September 2024 (same company change in designation)

Administrative

- > Entering Returned Items to system.
- Make local purchase order and sourcing out of items.
- Process new employment Visa application and renewal thru GDRFA online.
- > Process Labour contract in Tas-heel.
- Process company vehicle renewal.
- Set-up a meeting with the Client/s.
- Helping warehouse for preparation for deliveries.
- Receive and count items of warehouse inventory and record data.
- Organizes and maintains department files like filing, photocopying and data entry.
- Request and Receives office equipment / stationary.
- Schedules meetings and reminds manager/department staff of the same.
- Receives telephone calls and records and relays messages.
- Receives/prepares/disburses department communication e.g letters, memos, faxes, etc.
- Proficiency in Microsoft office Suite (Word, Excel, Outlook and power point).
- > Preparing proforma invoice to the customer/clients.

Accounts

- Handling Journal, Payment, Receipt and Contra Voucher Entries.
- > Handling Petty Cash.
- Preparing Cash Flow.
- > Cheque issuance and cash payment to the clients.
- Handling Bank Transfer Transactions.
- Clearing the advances in tally prime system.
- I'm using tally prime
- Credit cards booking expenses.
- Invoicing

- Data entry and filing of invoices.
- > Follow up collection.

Logistics

- > Handling Import and Export Shipment Air Freight and Sea Freight.
- Coordinate to the shipper.
- Organize shipment.
- Prepares, routes and manages a company's purchase orders.
- Inventory and warehousing.
- Enquire container shipping rates and quotation.
- > Documents processing like bill of lading, invoice, packing list, mofa attestation etc.
- Tracking import shipment.
- > Review purchase orders and shipping documents.
- Coordinating transportation providers to ensure prompt and proper movement of shipments.
- > Responding to customer inquiries and referring clients to the proper channels.
- > Tracking and fixing shipping errors.
- > Developing processes that make the supply chain more efficient and organized.
- Good collaboration and team work abilities.

MELISA TRADING LLC

April 2014 - August 2016

Sales Associate (Merchandiser)

- Online Selling (Noon and Amazon)
- > Prepare and organize shipment.
- Coordinate to the shipper.
- Keep records of any damage or spoil merchandise and report the same to the Supervisor.
- Assist customers in finding their products preference and assist to queries and concerns.
- Maintain sales records for inventory control
- Receive and store delivery of large amounts of stock.
- Keep up-to-date with special promotions and put up displays.

SKILLS AND QUALITIES:

- > Knowledge of various software applications including word processing, spreadsheets, power point, database management, etc.
- Organize and observes confidentiality.
- Customer service and sales.
- Responsible and Punctual.
- > Flexible and Fast learner.
- Takes initiative.
- > A good team player.
- > Has interpersonal, problem-solving and time-management skills