

Rm De Leon

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Hardworking and motivated professional with seven years of experience in leadership, administrative and customer service role. Result driven and goal oriented with a proven record of working with team members in achieving high priority goals. Confident in ability to thrive in a fast paced environment and leverage skills in conflict resolution, communication and problem solving to enable team success. Committed to lifelong learning and going the extra mile to contribute continuous improvement.

EXPERIENCE

Office Supervisor

Apr 2019 - Apr 2024

TOMCO, San Miguel Infrastructure, Tarlac, Philippines

- Developed and implemented inventory procedures for the controlling and purchasing of supplies.
- Created a process to track inventory levels of data and records.
- Served as a successful leader and established a strong communication within my team members ensuring the accuracy of inventory records, data entries and transactions.
- Identified work challenges and communicated with senior management to find solutions and addressed them.

Card Custodian/Office Clerk

Feb 2019 - Mar 2019

PIDC, San Miguel Infrastructure, Tarlac, Philippines

- Successfully managed the day to day operations and performed administrative functions such as data entry, filing and other clerical duties.
- Maintained accurate records of office transactions.
- Provided support to management, resulting in a positive impact on department's overall performance.

Toll Teller/Cashier

Sep 2017 - Sep 2018

PIDC, San Miguel Infrastructure, Tarlac, Philippines

- Balanced the cash drawer and teller station on a daily basis while maintaining it tidy.
- Developed strong relationships with customers by providing excellent customer service and offering company services.
- Resolved customer complaints and inquiries in a professional manner.
- Handled cash transactions accurately and efficiently.

Data Entry Clerk/Encoder

Jul 2016 - Jul 2017

DSWD, Tarlac, Philippines

- Transferred paper formats into computer files or database systems.
- Handled typing in customer information provided directly into an electronic format, creating spreadsheets with large numbers of figures.
- Encoded and verified data by comparing it to source documents with speed and accuracy.
- Updated and retrieved existing data from the database or electronic files as requested or as needed.
- Performed regular backups to ensure data preservation.
- Sorted and organized paperwork after entering data to ensure it is not lost.

EDUCATION

Bachelor of Science in Computer Science

Jun 2012 - Jun 2016

Tarlac State University (TSU), Tarlac, Philippines

SKILLS

Microsoft office Excel, Word and PP, Customer service, Communication, Conflict resolution, Detail oriented, Goal oriented, Flexible, Leadership, Result driven, Interpersonal, Strong work ethic, Teamwork, Organization, Problem Solving.