



CARLO SANTOS DONAIRE



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EDUCATIONAL ATTAINMENT:

Course: Bachelor of Science in Computer Engineering
School: Samar State University Samar Philippines

PROFILE SUMMARY

“I am a dedicated and self-motivated individual seeking a job where i can apply my skills in the best possible way to achieved the company’s goal.”

WORK EXPERIENCE

April 2022 - January 2023
Promoted

● PERSONAL COLLECTION DIRECT SELLING INC. | PHILIPPINES

Credit and Collection Specialist

One of the top direct selling companies in the Philippines.

- > Responsible for the achievement of branch collection efficiency rate as well as handling of all cash and check payments.
- > Ensure submission of complete requirements from New Recruits and screens them for credit worthiness.
- > Locates and notifies customers with delinquents accounts by telephone and advises them of necessary actions for debt repayment.
- > Provide customer service regarding collection issues.
- > Implements collection drive in the Branch.
- > Prepares report on maturing accounts and statements of account, prepares and sends demand letters to dealers with overdue accounts.
- > Identifies groups with low collection performance.
- > Supervisor for conduct of dialogue regarding the receivables.

March 2021 - March 2022

● PERSONAL COLLECTION DIRECT SELLING INC. | PHILIPPINES

Warehouse Custodian

One of the top direct selling companies in the Philippines.

- > Processes orders according to agreed standards accurately.
- > Implements FIFO in order processing.
- > Monitoring daily Inventory.
- > Monitoring nearly Expiry Products.
- > Handling reports of bad stocks, Inter Branch Transfer and Delivery.
- > Invoicing Customers Order.
- > Marketing Promo Boosters to the respective groups in Facebook.
- > Manages customer queries and other concerns timely and satisfactory.

March 2020 - March 2021
Promoted

● REBISCO, DISTRIBUTOR | PHILIPPINES

Finance / Accounting

Rebisco leads the snackfood industry in the Philippines with best-value products.

- > Cash counting Collections.
- > Reconciliation of delivered product vs the income from sales and the sold product vs return good stocks.
- > Computing mark-up and the remittances.
- > Responsible to deposit all the remittances and the needed encashment.
- > Preparing salaries every Pay-day.
- > Responsible for SSS, Pag-ibig & Philhealth transactions monthly.

April 2018 -Feb. 2020 ● **REBISCO, SAMAR DISTRIBUTOR (ROPERL TRADEMART CATB. CITY**

Data Encoder / Unloader

Rebisco leads the snackfood industry in the Philippines with best-value products.

- > Encode Daily Sales Transactions.
- > Sending reports of the top customers and top SKU's for the reference of Production.
- > Conducting weekly Inventory.
- > Unloading product from the truck coming from Factory.
- > Checking the good and damage product that arrived.

KEY SKILLS

Data Encoder
Reconciliation
Excel & Spreadsheet report Preparations
Warehouse Management
Inventory Management

Merchandise Display
Marketing Sales
Retail Sales

AREAS OF EXPERTISE & OTHER QUALIFICATIONS / CAPABILITIES

- Computer Literate (Microsoft, Spreadsheet & etc.)
- Knowledgeable in troubleshooting
- Knowledgeable in Computer Networking.
- Capable of Data Monitoring.
- Customer Service.
- Ability to work Independently or as part of the Team.
- Responsible, reliable, hardworking and eager to learn and adapt new style and behavior's in coping in the working environment.


Carlo S. Donaire