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JANET RUBIO ELLEOMBE

EXPERIENCE

October 2016 – November 2023

ACCOUNTS/ ADMIN/ LOGISTICS

SOUND GRACE GENERAL TRADING LLC

- With seven years of cumulative work experience and have been assigned to a variety of roles, including secretary, accountant, logistic coordinator, HR & admin assistant.
- Managing the company's day-to-day operations such as procurement, sales, finances, and administrative tasks.
- Assisting the managing director with all the employee visa processing, preparing the soft and hard document copies, then editing the required files (crop or reducing the files size) before uploading into the system.
- Organizing client meeting schedules and preparing all the data needed in the meeting.
- Contacting clients daily via calls, messages and emails to check on the status of their local purchase orders (LPOs).
- Consolidating the daily orders from various supermarket and hypermarket branches and creating a purchase order to be sent to the supplier.
- Generating daily sales invoices.
- Managing a team of 5 delivery drivers and creating the daily delivery schedule according to the branch routes.
- Coordinating with drivers daily to provide delivery status updates and instructions.
- For two years, I have prepared monthly statements of accounts for clients and suppliers. I initially did so manually using Excel, and later transitioned to the Tally system.
- Preparing and calculating the monthly salaries for all employees.
- Calculating and summarizing the annual days leave for all employees.
- And booking all the flight tickets.
- Handling all client inquiries and complaints regarding product quality and deliveries.

EDUCATION

March 2014

BACHELOR OF SCIENCE IN ACCOUNTING TECHNOLOGY

ATENEO DE DAVAO UNIVERSITY

DAVAO, PHILIPPINES

- *Passed the Certified Bookkeeping Exam for Accounting Technology students held last November 2014 at Ateneo de Davao University.*

SKILLS

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|---------------------------------------|----------------------------------|
| - <i>Microsoft Office</i> | - <i>Communication Skills</i> |
| - <i>Interpersonal Skills</i> | - <i>Customer Service</i> |
| - <i>Team Management</i> | - <i>Social Media Marketing</i> |
| - <i>Leadership & Flexibility</i> | - <i>Photo and Video Editing</i> |