

## KENNETH ARRO REMANDO

(Female)

Satwa, Dubai, United Arab Emirates

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### Objective:

*To work for a highly distinguished organization where I can grow professionally and to work with professional group who can offer for career advancement and also to enhance my knowledge and skills.*

### EXPERIENCES

#### Admin Assistant

April 19, 2022- April -19-2024

Gpz Express Cargo

Al Satwa Road, Dubai

- Provide accurate information to customers who visit the office regarding delivery rates.
- Carry out various office tasks and administrative duties such as filing, printing forms, scanning documents, and ordering supplies.
- Promote the business by distributing flyers and advertising through live sessions on Facebook.
- Receive payments from customers and provide receipts and boxes to them.
- Arrange for the pickup of boxes from customers' locations.
- Keep customers informed about the status of their cargo delivery.
- Address clients' inquiries through WhatsApp and Facebook.

#### Merchandiser

March 15, 2020 – March 15, 2022

Al Seer Trading Agencies

Behind Al Tayer Motors, Sheikh Zayed Road, Dubai, UAE

- Follow a daily route plan to ensure that all assigned outlets are maintained to the highest standards in terms of Availability and Visibility.
- Stocks products on shelves, increases product display space, and improves shelf positioning.
- Ensure Plano-gram and Price tag are in place.
- Sets up displays for special promotions, and removes promotions at end of promotion stage.
- Working with store manager to negotiate prices and re-ordering products.
- Able to calculate Rate of Sales for proposed orders / LPOs
- Fill and rotate all the shelves and displays (FIFO) and ensure no damages / near expiry and quality of products is intact.
- Send reports and pictures to Salesman and Manager.
- Ensure the sales target is met and exceeded at the end of every month.

**Award :****The Wall of Fame for Exceptional performance – Q1-2021****Promodiser****June 2017 – July 2018**

Burlington Industries Philippines Inc.  
Gaisano Mall, Malaybalay City, Bukidnon  
Philippines

- Greeting and welcoming customer with the most cheerful and pleasant disposition.
- Assisting customers in selecting the right products.
- Close as many deals and transactions as possible.
- Process or help process payment made by the customer whether by cash or card.
- Report sales accurately.

**Financial Analyst****Sept. 2015 – Dec. 2016**

Department of Social Welfare and Development (DSWD)  
Carmen, Cagayan de Oro City  
Philippines

- Training community volunteers on financial management and fiduciary processes.
- Assisting and providing TA to community volunteers in setting-up systems and processes for community-based finance management and fiduciary control.
- Exercising QA and QC directly, over financial transactions relative to the request for, release and accounting of community grants.

**Administrative Aide I****July 2013 – March 2014**

Provincial Capitol  
Province of Bukidnon  
Philippines

- Assisting indigent people seeking for government assistance.
- Preparing and processing vouchers.
- Disseminates memo for all provincial offices.

**Office Clerk – On the JOB Training****Year 2012**

Provincial Capitol  
Province of Bukidnon

- Assists administration inquiry.
- Perform data entry & document scanning.
- Receives document in different areas or department.

**EDUCATIONAL ATTAINMENT**

- |  |                    |
|--|--------------------|
| <b>Bukidnon State University</b><br>Malaybalay City, Bukidnon<br>Philippines         | <b>2009 - 2012</b> |
| <b>Loyola High School</b><br>Don Carlos Bukidnon<br>Philippines                      | <b>2004 - 2008</b> |
| <b>Seventh Day Adventist Elementary School</b><br>Don Carlos Bukidnon<br>Philippines | <b>1999 - 2004</b> |

**LANGUAGE/DIALECT**

- Tagalog
- English

**SKILLS**

- Computer Literate – Excellent in MS Office
- Internet & Email software
- Good Customer Service Skills
- Communication Skills
- Hard working despite under pressure

**PERSONAL INFORMATION**

- Gender: Female
- Civil Status: Single
- Nationality: Filipino
- Visa Status: Visit Visa

**References;**

- **Liezl Rahmanifard**  
**Manager**  
**GPZ Express Cargo**  
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