



RHEA LORRAINE RAMA SANTA RITA

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OBJECTIVE:

A customer-focused and goal-oriented more than 15 years of experience serving different customers by creating a warm and friendly workplace environment through hard work and job efficiency. Managed and sourced inventories of companies. Skilled at researching the best suppliers or required goods, processing orders, and verifying deliveries.

EDUCATIONAL BACKGROUND:

BACHELOR OF SCIENCE IN
COMMERCE Major in
Management Accounting
Binalbagan Catholic College
Graduated March 2005

TRAINING & CERTIFICATE

Crew Chief training -
McDonald's Emirates Suite
405. Golden Tower Sharjah
UAE
August 2010.
Swing Manager Class -Swing
Manager Class-Dean's List
October 2011

PERSONAL SKILLS:

- Skilled in receiving, stocking, and inventory of products. Extensive merchandising expertise.
- Knowledgeable in quotation and pricing of products and terms Experienced manufacturing, sales, and trading business operation
- Proficient in computer operation Microsoft Word and Excel for record keeping.
- Interpersonal Communication

PERSONAL INFORMATION:

Civil Status

Single

Nationality

Filipino

Language

English

Work Experience:

**PURCHASING SUPERVISOR ACCOUNT
OFFICER/ADMIN OFFICER Meor**
Industrial Tools Supply, Philippines
February 2022-2024

**PURCHASING ASST. SUPERVISOR /
ACCOUNTANT TAE SUNG**
PHILIPPINES CO., INC. CAVITE
March 2019- February 12, 2022

**CUSTOMER SERVICE REPRESENTATIVE
TELEPERFORMANCE-AYALA MAKATI**
January 2013- March 26, 2019

SWING MANAGER SERVICE CREW
McDonald's Dubai Airport UAE
JUNE 2008 - AUGUST 2012

RESPONSIBILITIES:

- Maintain update financial records, ensuring accuracy, completeness, and compliance with accounting standards.
- Prepare financial statements (income statements, balance sheets, cash flow statements) on a regular basis
- Record day-to-day financial transactions, including purchases, sales, receipts, and payments using accounting software or manual entries.
- Prepare and file tax returns accurately and on time, ensuring compliance with tax regulations.
- Analyze financial data to identify trends, discrepancies, and opportunities for improvement, and provide insights to management.
- Must ensure that all financial records and transactions are accurate and meticulously maintained.
- Adhere to ethical standards and maintain confidentiality regarding financial information.
- Must be responsible for ensuring that the business is registered for VAT with the Federal Tax Authority (FTA) if it meets the mandatory threshold or chooses voluntary registration.
- Assist with tax calculations and filing requirements (VAT and other applicable taxes).
- Maintain accurate and organized records of all VAT transactions, including invoices, receipts, and VAT returns. This documentation is crucial for audits and compliance checks.
- Coordinate with auditors during annual audits or as required.
- Preparing and verifying the purchase's accuracy to ensure no discrepancies are made.
- Keeping track of the order and updating making sure that what was ordered is delivered on time
- Receive deliveries on the firm's behalf and inspect them for damage before being endorsed to the right department.
- Maintaining a positive, empathetic, and professional attitude customers at all times.
- Responding promptly to customer inquiries.
- Acknowledging and resolving customer complaints.
- Ensure customer satisfaction and provide professional customer support
- Handling office tasks, such as filing, generating reports and presentations, setting up for meetings, and reordering supplies.
- Providing real-time scheduling support by booking appointments and preventing conflicts.
- Making travel arrangements, such as booking flights, cars, and making hotel and restaurant reservations.
- Screening phone calls and routing callers to the appropriate party.
- Using computers to generate reports, transcribe minutes from meetings, create presentations, and conduct research.

I hereby certify that all the above information is true and correct according to my knowledge and belief.

RHEA LORRAINE RAMA SANTA RITA
APPLICANT