



Personal Information

Full Name 

Escover, Michael Nicholas

Address 

Dubai, UAE

Mobile 

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Email 

mikeesco12@gmail.com

Interest

Online gaming, Basketball

Languages

Filipino – Native

English – Fluent

Mandarin – Working Knowledge

Hokkien – Working Knowledge

Educational Attainment

2004 – 2009

Bachelor of Science in Commerce

Major in Business Management

Chiang Kai Shek College

OBJECTIVE

To utilize my leadership, organizational, and problem-solving skills in a challenging role where I can drive efficiency, foster collaboration and contribute to the overall success of the organization. I am committed to continuous professional development and delivering innovative solutions to help achieve the company's strategic objectives

SKILLS

- Coordination and Scheduling – proficient in organizing schedules, coordinating with clients and optimizing workflow for efficiency
- Leadership and Supervision – adept at leading and mentoring teams to enhance productivity and collaboration
- Team Player – collaborative and effective both as part of a team and in independent roles
- Administrative Proficiency – competent in handling document, data entry, Word, Excel, payroll
- Inventory and Budget Management – experienced in managing inventory, overseeing budgets, and ensuring financial accuracy
- Adaptability and Learning – quick to adjust and enthusiastic about continuous learning
- Communication – excellent in managing client and supplier relations, with interpretation and professional communication skill
- Confidentiality and Problem Solving – trusted with handling sensitive and confidential task and information and proactively resolving issues

WORK EXPERIENCE

Executive Assistant | August, 2019 – April, 2024

[Blue Eagle Trucking Services Corporation, Paranaque City](#)

- Team Leadership – directed a team in the efficient unloading and organizing of deliveries, streamlining workflow and improving operational efficiency
- Inventory Management – managed and optimized inventory process from arrival to final delivery, minimizing errors and delays
- Personnel Supervision – supervised and mentored office, warehouse, and delivery personnel, fostering a collaborative and productive work environment
- Scheduling – developed and maintained detailed schedules for daily and future deliveries, ensuring timely and accurate service
- Client Coordination – coordinated with clients to align delivery schedules with their needs, enhancing overall customer satisfaction
- Budget and Maintenance Oversight – oversaw daily budgets and vehicle maintenance, contributing to cost efficiency and operational reliability
- Communication – provided interpretation services for top management and clients, facilitating clear and effective communication
- Confidentiality – handled sensitive and confidential tasks as assigned by top management, maintaining discretion and professionalism
- Issue resolution – identified and resolved operational issues proactively, implementing solutions that improved overall efficiency and performance

Collection Officer | July, 2016 – August, 2019

Union Star Transport Services, Manila

- Invoice Management – accurately inputted delivery invoices into the system, facilitating precise client billing and ensuring timely financial operations
- Client Account Administration – maintained an organized list of client accounts, enhancing tracking and management of financial transactions
- Document Handling – printed, filed, and alphabetically sorted all billing documents, ensuring efficient retrieval and record keeping
- Client Communication – conducted regular follow-up calls with clients to verify and update their information, maintaining up to date and accurate records
- Account Tracking – monitored and manage records for settled, incomplete and pending accounts, contributing to effective financial oversight
- Financial Reporting – compiled and prepared comprehensive quarterly financial summaries for review, supporting strategic decision-making
- Collection Coordination – coordinated with clients to schedule collection appointments, optimizing the collection process and client satisfaction
- Security and Accuracy – ensured the secure handling of billables, cash, and cheques during transport and verified that collected amounts matched the expected totals
- Route Planning – strategically planned collection route to ensure timely and efficient completion of all scheduled transactions within the day

Officer | January, 2011 – May, 2016

K & M Belt & Bag Trading, Manila

- Supplier Coordination – managed communication with suppliers regarding the purchase and return of raw materials, ensuring timely and accurate transactions
- Call handling – responded to incoming calls, providing prompt and professional assistance to clients and suppliers
- Administrative Tasks – performed scanning, printing, filing, and data entry tasks, maintaining organized and accurate records
- Delivery Preparation – assisted with the preparation of deliveries, ensuring accuracy and efficiency in order fulfillment
- Payroll Preparation – prepared weekly payroll, ensuring accurate and timely compensation for employees

Project Assistant | February, 2010 – August, 2010

Home Innovation, Manila

- Project Supervision – oversaw all site projects, ensuring timely completion and adherence to project specification
- Material Procurement – coordinated the purchase of immediate raw materials, ensuring availability and minimizing project delays
- Budget Management – managed project budgets, tracking expenditures and ensuring cost effective use of resources
- Inventory Management – maintained and managed inventory of materials, ensuring optimal stock levels and preventing shortages
- Timekeeping and Payroll – handled timekeeping and payroll for the project team, ensuring accurate and timely compensation
- Reporting – reported project status and updates to the project head, providing detailed insights and facilitating informed decision making

REFERENCE – available upon request