



# VENANCIO H. BIAG JR

Administrative Specialist – Sales and Accounting Support  
(Can join immediately)

## SUMMARY:

Proficient Sales, Accounting & Administrative Assistant with over a decade of experience specializing in problem solving, planning and optimal assistance. Known for increasing productivity and relieving workload of managerial staff. Proven efficiency with an ability to quickly learn and navigate any computer software program, or office filing system.

## PERSONAL DETAILS:

Nationality : Filipino  
Date of Birth : August 14, 1988  
Marital Status : Married  
Visa Status : Family Residence Visa  
Language : English & Tagalog

## CONTACT INFO:

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venanciobiagjr@yahoo.com  
Jamal Abdul Nasser, Sharjah, UAE

## EDUCATIONAL BACKGROUND:

Bachelor of Science  
in Business Administration  
(S.Y. 2009–2005) – Diploma

Interworld College of Science and  
Technology Foundation, Inc  
Tibag, Tarlac City, Philippines

## SKILLS:

Customer Service Oriented  
Expert in Microsoft Excel and Office Suite  
Computer / Software Proficiency  
Data Entry / Database Management  
Multi-Tasking  
Research and Planning  
File Management

## OTHERS:

Design Apps – Canva, Final Cut, Capcut  
Adobe Photoshop, Illustrator, In-Design  
Video/Music Editing  
Basic Tally

## WORK EXPERIENCES:

### Administrator/Sales Coordinator

Jan. 2019 – May, 2024)

Intact Controls Transformers Ind., LLC – Dubai, U.A.E.

- Maintain organized sales records and report month-end goal setting to the Manager.
- Contribute to overall customer satisfaction by promptly answering emails and handling orders by phone.
- Provide highest support to the Manager. Responsible for numerous administrative functions, management of all correspondence.
- Prepares Quotations, Proforma Invoice, Purchase/Work Orders & Delivery Notes.
- Issuance of work orders and ensure to delivery on agreed schedule.
- Track orders for current status of material from order entry to production delivered.
- Created spreadsheets of daily, weekly and monthly reports and presentation.
- Dispatched all materials for collection and delivery and received cash/cheque payment.
- Produced Imports and Exports Documentations.
- Accomplishes department and organization mission by completing related tasks and projects as needed.
- Creates and revises systems and procedures by analysing operating practices, analysing utilization of computer systems and software, and implementing changes.
- Maintains rapport with customers, managers, and employees by researching and developing new services and methods, setting priorities, and problem solving for work-flow issues.
- Inventories and orders office supplies.
- Accomplishes department and organization mission by completing related tasks and projects as needed.

### Sales Representative /Trade Developer

(June, 2014 – March, 2018)

Coca-Cola FEMSA – Tarlac, Philippines

- Selling products and services using solid arguments to prospective customers.
- Performing cost-benefit analyses of existing and potential customers.
- Maintaining positive business relationships to ensure future sale.
- Function as a source of knowledge about retail merchandise to include: product. knowledge, and Inventory levels (in-stock and out of stock).
- Demonstrate features and benefits of merchandise/product in order to educate the guests and to promote sales.
- Proficient use of Point of Sales (POS) devices and machines.
- High degree of accuracy in handling all retail transactions.
- Assist with all price changes and ticket merchandise prior to staging on sales floor.
- Assist with merchandise order placement, processing and replenishment.
- Assist and maintain sales floor, cash wrap, and back of house for maximum efficiency.
- Maintain visual standards and follow the 9 Plan-Sales-Call programs set by the planners, merchandise manager, and visual merchandising lead.
- Develop relationships with customers and co-workers.
- Positively and pro-actively handle customer concerns and prioritize multiple tasks in a fast-paced environment.

### Accounts Payable Clerk/Bookkeeper

(August, 2009 – June, 2014)

Big A Department Store – Tarlac, Philippines

- Provide accounting and clerical support to the accounting department.
- Type accurately, prepare and maintain accounting documents and records.
- Prepare bank deposits, general ledger postings and statements.
- Reconcile accounts in a timely manner.
- Daily enter key data of financial transactions in database.
- Provide assistance and support to company personnel.
- Research, track and restore accounting or documentation problems and discrepancies.
- Inform management and compile reports/summaries on activity areas.
- Constantly update job knowledge.
- Maintain an accurate record of financial transactions.
- Update and maintain the general ledger.
- Prepares Statement of Account of all Suppliers and Consignments.
- Monthly Sales Report