



SAMUEL ALDRIN VICENTE

Senior Accounts Specialist

I am a self-motivated professional with expertise in accounts management that strives to meet the client needs. My exemplary flexibility allows me to collaborate well with people in any working environment. I am strongly focused, with the ability to complete my task beyond what is required and in to the right standard.

CONTACT

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☎ 0555812772

🌐 www.linkedin.com/in/samuel-aldrin-vicente

📍 Al Satwa, Dubai

CERTIFICATIONS

AMADEUS Passer, Asia Pacific College

April 2017

EDUCATION

**Bachelor of Science in Tourism
Management**

Asia Pacific College (APC)

Jun 2014 - May 2018

WORK EXPERIENCE

Senior Accounts Specialists

Megaworld Corporation | May 2019 - May 2023

- Serves as primary contact for all existing accounts
- Contacts clients regarding delinquency of their accounts and setting up financial arrangements
- Makes credible beginning and month end report
- Represents the Company in a professional and affirmative manner
- Provide utmost customer satisfaction to all visiting clients and their representatives

WORK EXPOSURE

Internship

Philippine Army Finance Center Producers

Integrated Cooperative | Jun. 2018 - Jul. 2018

- Served in HR Department as part of giving back to the organization for being qualified on their scholarship during my college years.

SKILLS

- Skills and knowledge in SAP ERP System
- Excellent written and verbal communication skills
- Proficient in Microsoft Office (Word, PowerPoint, and Excel)
- Skills and knowledge in Management Information System and OASIS Hotel Property Management System Software,
- Skills and knowledge in Airline Reservation System using Amadeus Software
- Practical knowledge in Event Managements,
- Front Desk/Reception Immersion,
- Travel Coordinator/Tour Planner Training,
- Knowledgeable in doing Sales and Marketing, and
- Knowledgeable in Computer Hardware, Software, and Windows Troubleshooting.

REFERENCES

Noreen Semilla - Tezano

Continuous Improvement Specialist
Continuous Improvement Department
Cleveland Clinic Abu Dhabi
050-180-5766

Misty Molina

Receptionist/Admin
Greenline Electromechanical Sole
Proprietorship LLC
055-564-29101

Internship

Baker & McKenzie Global Services Manila |
Sept. 2017 - Apr. 2018

- Worked in back office supporting the employees.
- Equipped through receiving various trainings and advanced sessions to build up my skills and capabilities.

ACHIEVEMENT, TRAINING, AND SEMINARS ATTENDED

Raise the Bar: Gaining Extra Edge in Today's Business World and Beyond Workshop

Megaworld Corporation | February 2023

Basic Occupational Safety & Health Course

Winford Manila Resorts and Casino | August 2022

Cross Cultural Training

Megaworld Corporation | July 2020

Effective Business Writing Workshop

Megaworld Corporation | June 2020

Effective Telephone Communication Workshop

Megaworld Corporation | February 2020

Top 2 Performer for the 4th Quarter of 2019

Megaworld Corporation | October to December 2019

ESH (Employee Safety and Health) Training

Megaworld Corporation | October 2019

Delightful Customer Experience

Megaworld Corporation | September 2019

College Tips: How to Nail your Job Application - Event Organizer

Asia Pacific College | February 2017

Developing Philippine Workforce for the AEC Competitive Challenge

Asia Pacific College | December 2016

Asia Pacific College Alumni Homecoming 2016 - Event Organizer

SMX Mall of Asia | November 2016