



# JIMMEL ALEXIS R. ROSIL

## PROFILE

Highly accomplished and motivated management and customer services professional with a record of rapport-building, resourceful problem solving and communication skills, seek position within a progressive organization, I have strong analytical and planning skills, combines with ability to coordinate the efforts of many to meet organizational goods.

## CONTACT

PHONE:  
+971524609520 (Call & WhatsApp)

ADDRESS:  
AL SATWA, DUBAI, UAE

EMAIL:  
Jimmelalexis07@gmail.com

## SKILLS

- Computer Literate (Microsoft Office Word, Excel, PowerPoint)
- WMS System, SAP system, Ebiz System & Macola System.
- Install Hardware
- Typing speed/ Manual Encoding.
- Minor Knowledge of Peachtree & QuickBooks
- Hard Ware & Software
- Internet

## EDUCATION

### Pasig City Philippines

June 2008 – February 2010

- BS in Computer Science

## WORK EXPERIENCE

### DIMARA INTERNATIONAL - Accounts Receivable Officer

Dubai UAE

May 2017–Present

- Handle the overall financial report (Petty Cash, Daily Sales, Payables)
- Customer Service
- Take stock on monthly and yearly basis.
- Assisting everyone for daily activities.
- Handling in and out calls
- Handling the execution of deliveries in GCC.
- Handling export and import shipments.
- Participating in cost control management and stock management.
- Participating in getting clients.
- Ensure proper documentation and process discipline among team
- Physical Management and proper upkeep of stock materials stores, conduct periodic cyclic checks and stock reconciliation.
- System sage 50 or Peachtree.

### The Pure Beauty Cosmetic Trading LLC – Admin Assistant / Accountant

Dubai UAE

March 2016 – April 2017

- Answering Telephone calls.
- Maintaining Diaries.
- Arranging appointments.
- Taking messages.
- Typing / Word Processing.
- Filing.
- Organizing Meeting.
- Using a variety of software packages.
- Maintains workflow by studying methods; Implementing cost Reductions, and developing reporting procedures.
- Creates and revises systems and procedures by analyzing Operating practices, recordkeeping systems, form control, Office Layout, and budgetary and personnel

**MyServ International Inc. – Accounting & Credit & Collection Assist.**

Pasig City, Philippines

May 2013 – Feb. 2016

- Weekly aging process.
- Responsible for Reconciliation.
- Compliance to Standard Operating Procedures should be observed in performing Duties and Obligation.
- Prepared display allowance monthly report.
- Preparation of statement of Account.
- Ensure proper documentation and process discipline among team.
- Filling every week of invoice.
- Credit & Debit Memo.
- Daily Monitoring payment of Client.
- Actual Payment VS Transmitted to treasury.
- Ebiz system run report export and import.

**Mcdonald's Restaurant– Service Crew Cashier**

Pasig City & Robinson Pioneer, Philippines

November 2007 – September 2010

- Greet customers, record orders, and serve food and beverages with a consistently positive and helpful attitude, including answering questions about the menu.
- Input orders into a point-of-sale system and accept payment using a credit card reader or cash register, calculating change accurately and quickly as required.
- Work together with the kitchen team to prepare foods such as sandwiches, pizza, soups, and salads while following cooking instructions, safety procedures, and sanitary requirements.
- Use specific kitchen machinery such as ice cream dispensers, blenders, and espresso machines to create customized hot and cold beverages to customers' preferences.
- Ensure restaurant cleanliness daily by clearing tables, returning trays to the kitchen, sweeping and mopping floors, washing and sanitizing kitchen utensils, and servicing restrooms.
- Communicate effectively with team members and management to create work schedules, train new employees, and resolve any interpersonal issues as needed.
- Handle guests' concerns and complaints professionally and calmly to resolve problems according to restaurant policy.
- Maintain a neat and tidy appearance by wearing a uniform and adhering to a corporate dress code.

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**PERSONAL DETAILS**

NAME: JIMMEL ALEXIS R. ROSIL

FATHERS NAME: JAIME G. ROSIL

NATIONALITY: FILIPINO

RELIGION: ROMAN CATHOLIC

AGE: 32 YRS OLD

DATE OF BIRTH: 7<sup>TH</sup> OF MARCH 1991

PASSPORT NO.: P5183965B PASSPORT EXPIRY: 17-MAY-2030

MARITAL STATUS: MARRIED

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**CHARACTER REFERENCES**

AVAILABLE UPON REQUEST.