



KHEILA DANIELLE C. PALAROAN

SUMMARY

Dedicated and Detail-oriented Individual with five years of experience delivering administrative support to various companies. Recognized as approachable team worker with passion for innovation to make a significant impact and contribute to the success of an organization. Proven administrative abilities, proficient in Microsoft office and strong communication skills that helps me provide excellent customer service.

WORK EXPERIENCE

Online Seller

JANUARY 2024 - AUGUST 2024

Self Employed - Philippines

- Managed social media platforms to achieved wider audience.
- Interact with customers to addressed inquiries and achieve repeat sales.
- Maintain good relationships with existing clients and provide excellent customer satisfaction.

Budget Staff Officer

MAY 2022 - JANUARY 2024

Puregold Price Club Inc. - Manila Philippines

- Achieved effective budget control through meticulous tracking and balancing of expenses across all branches, leveraging Microsoft Excel's advanced features including VLOOKUP.
- Managed high volumes of emails and calls with efficiency while maintaining professionalism in all interactions.
- Collaborated with Budget Supervisor on budget development and expense tracking.

Administrative Assistant

DECEMBER 2020 - MARCH 2022

Philippine Deposit Insurance Corp. - Philippines

- Handled incoming calls and emails, providing prompt responses or directing queries to appropriate departments.
- Maintained comprehensive filing systems, both digital and paper-based, for easy retrieval of documents.
- Facilitated inter-departmental communication, acting as a key point of contact to streamline processes.

Sales Account Officer

AUGUST 2019 - JUNE 2020

South Asialink Finance Corp. - Philippines

- Examined customer-provided loan applications, researched past payment records, and calculated loan-to-income ratios to assess loan approval.
- Maintaining and enhancing business-client relationships.
- Make the office environment comfortable to clients and offer convenient customer support.

Branch Sales/Secretary

MAY 2019 - JULY 2019

Motortrade Pandacan Branch - Philippines

- Accommodates all inquiries of customers and provide essential details regarding the product/unit.
- Recommends appropriate product/unit to customers depending on their usage purpose.
- Monitored stock levels, receiving and recording inventory while ensuring proper issuance of receipts.

CONTACT

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Flat 702 SBK Al Nahda 69
Building Al Nahda Sharjah UAE

EDUCATION

2014 - 2018

NATIONAL UNIVERSITY MANILA,
PHILIPPINES

- Bachelor of Science in Business Administration Major in Financial Management
- College Degree GRADUATED

SKILLS

- Data Entry Proficiency
- Administrative Skills
- Organizational Proficiency
- Time Management
- Document Management
- Computer Skills
- Confidentiality Awareness
- Adaptable
- Meticulous eye for detail
- Communication Skills
- Excellent Customer Service

LANGUAGES

- English
- Filipino

REFERENCE

ROSELLE SARZONA

Sales Assistant

Dubai Duty Free

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