



Charlaine Kaye Beluan

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Visa Status: Residence Visa (Company)

Software Platforms:

- Microsoft Outlook
- Microsoft Office (word, Excel, Powerpoint)
- Zoho Books
- Adobe PFD
- Adobe Photoshop cs6

Educational Background:

Accounting Technology
Bachelor Degree Graduate
2012

University of San Carlos
Cebu - Philippines

Contact Reference:

Clinton McDonald
Assistant Manager
+971 505427768
Asemco – Dubai

Michael Mapa
Procurement
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IFA Residences

Mariam Francisco
Managing Director
+971 558494343
Euro Global

Objective:

To able to work in a prestigious company were I can use my skills and knowledge not only to achieve my goals but as well as to be part of helping the company in achieving its objective and success.

Work Experience:

Business Development Executive cum Accounts

(March 2018 – April 2019)

Bradford Technical Services LLC
B2B Tower, Business Bay Dubai

Responsibilities and Duty

- Negotiating Clients and Supplier for the best rate I can get.
- To support, coordinate and assist the Operations Manager and the FM Team in all processes and procedures.
- Responsibility for ensuring that all administration works appertaining to general facilities practices are always adhered to in line with Operations Manager directives and FM team needs.
- Managing queries received via calls and emails & WhatsApp. And correspondence (e-mail, letters, packages etc.)
- Preparing quotations, LPO, invoices and other requisitions.
- Monitoring of the staff's daily attendance for payroll processing.
- Prepares payroll reports by compiling summaries of earnings, deductions and leave.
- Providing a range of reports depending on what is requested by the manager or sales associates.
- Overseeing the general appearance of the office, as well as keeping supplies well stocked.
- Coordinating office activities and operations to secure efficiency and compliance to company policies -
- Organize, store and print company documents as needed
- Filing and updating records of the Company, Employees, financial and other data (physical and digital). Filling & updating Client and Supplier records.
- Pays vendors by monitoring discount opportunities; verifying tax numbers; resolving purchase order, contract, invoice, or payment discrepancies and documentation
- Prepares, processes, and reconciles expense reports.
- Maintaining Company Accounting books: Sales, purchases and expenses.
- Preparing monthly accounting report
- Preparing documents for Vat Filing.

Sale Executive – Insurance

June 2016 – October 2017

M.Lhulliers – Insurance Department

Butuan City, Philippines

Responsibilities and Duty

- Attend meetings, seminars and programs to learn about new products and services, learn new skills, and receive technical assistance in developing new accounts.
- Calculate premiums and establish payment method.
- Call on policyholders to deliver and explain policy, to analyze insurance program and suggest additions or changes, or to change beneficiaries.
- Confer with clients to obtain and provide information when claims are made on a policy.
- Contact underwriter and submit forms to obtain binder coverage.
- Develop marketing strategies to compete with other individuals or companies who sell insurance.
- Ensure that policy requirements are fulfilled, including any necessary medical examinations and the completion of appropriate forms.
- Explain features, advantages and disadvantages of various policies to promote sale of insurance plans.
- Explain necessary bookkeeping requirements for customer to implement and provide group insurance program.
- Inspect property, examining its general condition, type of construction, age, and other characteristics, to decide if it is a good insurance risk.
- Install bookkeeping systems and resolve system problems.
- Interview prospective clients to obtain data about their financial resources and needs, the physical condition of the person or property to be insured, and to discuss any existing coverage.
- Monitor insurance claims to ensure they are settled equitably for both the client and the insurer.
- Perform administrative tasks, such as maintaining records and handling policy renewals.
- Plan and oversee incorporation of insurance program into bookkeeping system of company.
- Seek out new clients and develop clientele by networking to find new customers and generate lists of prospective clients.
- Sell various types of insurance policies to businesses and individuals, including automobile, fire, life, property, and medical insurance.

Junior Sales Executive

Sept 2015 - April 2016

Camella Homes Properties

Butuan City, Philippines

- Develop content for sales presentations or other materials.
- Present purchase offers to sellers for consideration.
- Gather customer or product information to determine customer needs.
- Negotiate prices or other sales terms.
- Compare a property with similar properties that have recently sold to determine its competitive market price.
- Appraise property values.
- Advise clients on market conditions, prices, mortgages, legal requirements and related matters.
- Promote sales of properties through advertisements, open houses, and participation in multiple listing services.
- Prepare documents such as representation contracts, purchase agreements, closing statements, deeds and leases.
- Interview clients to determine what kinds of properties they are seeking.
- Coordinate property closings, overseeing signing of documents and disbursement of funds.
- Generate lists of properties that are compatible with buyers' needs and financial resources.
- Contact current or potential customers to promote products or services.
- Arrange for title searches to determine whether clients have clear property titles.
- Obtain property information, attend events to develop professional knowledge, Coordinate appointments to show homes to prospective buyers, Schedule appointments with prospective customers, Answer clients' questions regarding construction work, financing, maintenance, repairs, and appraisals.
- Verify customer credit information.

I do hereby declare that above particulars of information and facts stated are true, correct and complete to the best of my knowledge.