

Jean P. Bance



EDUCATION

Bachelor of Science in Commerce
Central Philippine University

WORK HISTORY

CHICKEN ESSENTIALS PH., INC. North San Jose, Molo, Iloilo
Feb. 1, 2016 – July 2018

Sales Coordinator

- Monitors account receivables. Coordinates with checkers.
- Monitor's Checker's reports during harvest.
- Assists in sales booking for live and dressed chickens.
- Coordinates with the internal and external Farm Heads (Western Visayas).
- Maintain inventory and ensures products are available. Records and monitors sales figures.
- Performs other functions as may be deemed necessary by the Management.

HABRAS INTERNATIONAL LTD DUBAI AIRPORT FREEZONE Sept 2014 – May 2015

Import/Shipping Coordinator

- Prepares Proforma Invoices, final Invoices, bank transfer requests and other bank related documents.
- Coordinates with suppliers and customers for easier monitoring of all orders.
- Coordinates with customer/follow up orders.
- Do other administrative works.

MALEK GROUP OF COMPANIES Business Bay, Dubai Aug. 2012 – Mar. 2014

Receptionist cum Accounts Assistant

Manage Secretary/Receptionist/Accounts Assistant activities of the office. Handling petty cash and responsible to prepare the daily reports.

- Coordinate the schedule, commitment and appoints of the MD, Managers; reminds the time, place and the necessary details prior to the meeting.
- Responsible in maintaining office records, staff personal files, licenses, property documents and other related company documents.
- Arrange travel documents and requirements of the guests and management team such as applying entry visa, travel bookings both airline and hotel reservations.
- Order and personal in-charge in purchasing stationeries, office supplies and other office needs.
- To assist in recording business transaction to each particular journals in Tally Accounting, (Purchases, Sales, Receipts, Payments, Journal Vouchers) Analyze ledger accounts; prepare payment, receipts and Journal Voucher. Prepare purchase and sales summary.
- To do filing of accounting documents and other task from the superior.
- Do email, scanning of documents, faxing and answering phone calls.
- Knowledgeable in Accounting Software such as SAP, Quickbook and PeachTree.

WINDS TRADING, LLC BUR DUBAI, DUBAI Nov. 15, 2010 – Mar.31, 2012

Import Shipping Coordinator

One of the leading Importers and Distributors of House wares/ H. Equipment /Textiles all over UAE and GCC Countries.

- Preparing new order for Import Products with international supplier.
- Reconcile Orders form from received Proforma Invoice/Sales Contract.
- Day today communication /coordinate with various manufacturers / suppliers regarding import / price inquiry for new order /availability of products / status of pending order / terms and condition/ shipment status.
- Follow up orders, shipment delivery and other necessary requirements like photos of the finished

product packing & description, barcodes from suppliers.

- Prepare rate inquiry for booking of container (FCL1x20/ 1x40) for shipment to accredited shipping lines/forwarder.
- Validate and recommend price quotation and bids submitted by the shipping lines and accredited forwarders.
- Book and confirmed the schedule of the shipment. Note the ETD &ETA.
- Follow up shipping advice email copy (Commercial Invoice, Packing List, Cert of Origin & Bill of Lading) from the shipper (supplier) for Final TT payment.
- Scan and send the Final Telegraphic Transfer to supplier.
- Follow up the original shipping documents.
- Record and update data base and filing of the documents.
- Do the Product Cost Analysis, updating the price increase percentage margin. Prepare Import Plan &Product Consumption Report.

OTHER WORK EXPERIENCE

Noor International Personnel Services, Philippines

Sept. 2007 – Nov. 2008

Receptionist cum Recruitment Assistant

Hikari South Sea Pearl Corp.

Jan. 2000 – May 2005

Accounting Staff/Bookkeeper

PERSONAL INFORMATION

Birthday : 22 November 1978

Civil Status : Married

Nationality : Filipino

Height : 5'2"

Visa Status : Tourist Visa

CORE SKILLS

Multi-Tasking skills Proficient in MS Office Good Communication and inter-personal skills.

REFERENCE

Ms. Anatalie Ross Maasin

Office Administrator

Habras International Ltd. DAFZA