

PIA DE ASIS PERILLO

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Sharjah, United Arab Emirates

PROFESSIONAL SUMMARY

Motivated Administrative Officer with over 10 years of experience, with history of meeting company goals utilizing consistent and organized practices and recognized for assessing operational needs and developing solution to save costs, improve revenues and drive customer satisfaction. Skilled in working under pressure and adapting to new situations and challenges to best enhance the organizational brand.

SKILLS

- Office and Sales Administration
- Database Administration and Management
- Microsoft Office in particular – Word, Excel, PowerPoint
- Report Creation and Analysis
- Data Entry and Encoding
- Communication Skills and Written Skills (English)
- Customer Service

WORK EXPERIENCE

Administrator

May 2023 - Present

ZDR Kinesio Physiotherapy LLC • Dubai, United Arab Emirates

- Organized Administration and Receptions Company Procedure for a New Medical Clinic in Dubai
- Closed Sales up to 70% of Consultation and Sessions for just 2 months of Clinics operations
- Maintained patient/clients program, ensuring accuracy on data entry and tracking of 300+ patients and their follow-up schedules.
- Improved the organization of patient files and practice records
- Provided excellent customer service to all patients by knowledgably answering questions; proactively solving problems; and creating a welcoming environment.

Administrator and Procurement Head

Oct 2015 - Jan 2023

LGC Automotive Services Inc • Angeles City, Philippines

- Established Administrative Policy and Procedure as a Pioneer Executive of the Company.
- Maintained accurate and up-to-date human resource files, records, and documentation.
- Supported all internal and external HR-related inquiries or requests
- Maintained and processed accurate and complete HR employee records.
- Answered frequently asked questions from employees relative to standard policies, benefits, etc.; refers more complex questions to appropriate senior-level HR staff or management.

- Prepared periodic reports as required by corporate office.
- Provided Administrative Support to ensure efficient operation of the office
- Managed processing of Permits and Licenses of the Company
- Prepared Purchase Order, Receiving Reports and other documents for Suppliers Checks Payment preparation using ERIC Enterprise Resource Planning (ERIC).
- Managed the after sales service efforts, including multi brand spare parts inventory.

General Administration Head

Nov 2011 - Jan 2015

Haima Philippines Inc • San Fernando Pampanga, Philippines

- Imported almost 1000+ Haima Automobiles and Vehicle Parts from Haima China to Philippines.
- Cleared and processed importation documents for 1000+ Haima Automobiles and Vehicle parts.
- Performed manual inventory count for all Haima Parts and ensured proper documentation and monitoring Sales declaration and Stock Transfer.
- Prepared Weekly/Monthly Sales and Unit Inventory for Haima Dealers, Haima Automobile Philippines (Principal) and to Haima China.
- Prepared Dealer Bulletin/Memo, Policies and Procedure, Dealer Standard Manual and other documentation for Haima Automobiles Philippines (Principal).
- Generated Report Templates with statistical information that support the sales team functions and initiatives.

EDUCATION

Bachelor of Science Major in Computer Science

Jun 1996 - Apr 2000

Holy Angel University • Angeles City, Philippines