



Fe C. Pumares

Contact

- +971 56 737 8879
- patulotfe83@gmail.com
- Dubai, UAE

About Me

Highly motivated and detail-oriented professional with extensive experience in administrative, accounting, logistics, and customer service roles. Adept at handling financial transactions, inventory management, and customer relations. Strong interpersonal and communication skills with the ability to work independently or collaboratively in a fast-paced environment.

Skills

- Management Skills
- Logistics Coordination
- Documentation & Compliance
- Negotiation
- Critical Thinking
- Leadership

Experience

Account Administrator

FRIO BEVERAGES TRADING

May 2024- May 2015

- Maintained and updated inventory records, ensuring accurate stock levels and minimizing discrepancies.
- Managed full-cycle accounts payable and receivable, ensuring timely invoicing and payment processing.
- Reconciled financial transactions, prepared financial reports, and assisted with budget forecasting.
- Provided administrative support, including document management, correspondence handling, and scheduling.
- Assisted in payroll processing and employee expense reimbursement.
- Coordinated with suppliers and vendors for procurement, negotiation, and contract management.

Logistic Associate

NOON.COM

November 2020 - April 2024

- Managed end-to-end logistics operations, ensuring timely delivery and shipment accuracy.
- Tracked shipments, liaised with vendors, and ensured compliance with shipping regulations.
- Facilitated smooth onboarding of new partners and suppliers, providing training on company procedures.
- Analyzed logistics performance data to identify inefficiencies and propose improvements.
- Assisted in negotiating contracts with third-party logistics providers to optimize costs.

Customer Service Representative

KITOPI CLOUD RESTAURANT LLC

April 2019 – October 2020

- Provided top-notch customer service by addressing inquiries, complaints, and order-related concerns.
- Processed customer orders efficiently and resolved disputes with professionalism.
- Assisted customers with product recommendations and troubleshooting service issues.
- Maintained a customer database, documenting interactions and tracking issue resolutions.
- Collaborated with internal teams to ensure seamless service delivery and customer satisfaction.

Education

Bachelor of Science in Customs Administration

Philippine Maritime Institute
Sta. Cruz, Manila, Philippines

1994-1996

Secondary

Rizal High School

Caniogan, Pasig City

1990-1996