

## **CURRICULUM VITAE**



**Name: AMPARO LLACUNA BORERES**

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Nationality: Filipino

Passport: Philippines

### **WORK EXPERIENCES**

**A. TRADING ENTERPRISES COMPANY LLC (AL FUTTAIM GROUP)**

Mina Zayed, Abu Dhabi, U.A.E.

August 14, 2013-present

**Position : Sales Coordinator**

Nature of business: Trading of American & European automobiles i.e. Chrysler/Jeep/Dodge/Ram/Volvo brands.

**Duties & Responsibilities:**

- Co- ordinate with sales executives in day to day activities such as Vehicle Registrations, Vehicle Insurance and Vehicle handover preparation to ensure a smooth sales process. Initiate PDI requests and arrange for accessory fitments as required.
- Driver coordination – Manage and utilize available drivers to ensure jobs are done promptly with least duplication.
- Physical Inventory Checks – Conduct regular physical inventory for stocks and VCC / Hayaza to ensure that there is no discrepancy. Ensure adequate stock and maintaining minimum stock level to ensure color and variant mix is available for all models.
- Display of Vehicles – Ensure that units are displayed with maximum possible variants and colour mix to provide more options for customer.
- Invoicing of Vehicles – Accurate invoicing of cars sold referring to Purchase agreement after confirming from Branch Accountant that all payments due are cleared. Ensure all

conditions are accurately input and minimize invoicing errors to less than 5% of total invoices.

- Ensure that demo cars are kept cleaned and fueled and send monthly reports to Marketing Co-ordinator on mileage. Arrange for registration and de- registration of demo cars as and when required. Ensure that all cars including asset cars have Salik tag affixed when number plates are fixed and removed when number plates are removed for de-registration.
- Assist to get any traffic fines on demo cars cleared.
- Ensure that copies of service contracts and warranty extension documents are updated on time to warranty executive in After sales department.
- Ensure that Trade in LPO is scanned to Finance prior invoicing deals with Trade in involved.
- Updating Monthly Invoice report for Branch Sales manager accurately.
- Filing of Invoice set as per procedure.

## **B. SHARJAH OXYGEN COMPANY**

P.O.Box 800

Sharjah, United Arab Emirates

March 28,2006 – June 02,2013

### **Position: Marketing & Logistics Officer**

Nature of Business: Producer and supplier of industrial gases, medical gases, specialty gases, cryogenic vessels and high pressure cylinders.

### **Duties & Responsibilities:**

#### As a Marketing Officer

- Checking & replying emails and answering customer's enquiry.
- Preparing inter-office memorandum.
- Preparing and sending quotation to customer's enquiry from email/telephone/bid.
- Sending regret letters if customer's enquiry is not in company's scope of products and services.
- Sending enquiries to suppliers if customer's enquiry is not available in store.
- Making telephone follow-up call on the order status of the quotation sent to the customer.
- Coordinating with branch offices for the execution and delivery of customer's order without delay.
- Keeping proper records and control of documents for audit in Marketing Dept. in compliance to ISO 9000:2008.
- Any other task related to Marketing maybe assigned by the Marketing Manager & General Manager-Project, Export & Bulk Sales.

#### As a logistics officer

- Coordinating with overseas supplier on delivery schedule of ordered raw materials, accessories and equipments.
- Checking and tracking import shipment arrival.
- Arranging online clearance application and approval of importing dangerous goods in Dubai Municipality.
- Arranging online application for duty exemption of importing goods in the Ministry of Finance.
- Preparing cost sheets for all expenses incurred in the department.
- Arranging online customs clearance from Dubai Trade.
- Communicating to concerned department/s for the import shipment arrival and delivery to Head Office Store.
- Arranging export shipment & vessel booking to freight forwarders for the overseas customer's order.
- Preparing application of dangerous goods of the exported items and obtain container acceptance approval from the freight forwarder.
- Preparing and sending Commercial Invoice, Certificate of Origin and Packing List for export shipment to the customer.
- Liasing information related to export vessel details, dispatching of original documents thru email to the customer.

#### **C. ADMINISTRATIVE STAFF**

From February 2003 – March 10,2006

##### **Cebu New Century Accessories, Inc.**

Nivel Hills, Busay Cebu City

Cebu, Philippines

Nature of Business: Fashion Jewelries and Accessories manufacturer and exporter.

#### **Duties and Responsibilities:**

- Coordinate, submit and receive, in a timely manner, all documents related to the government offices including, but not limited to, labour office, immigration office, municipality office, board of investments ....etc.
- Assist all employees with the requirements for SSS/PhilHealth/PagIbig.
- Assist in coordination and accomplishments of company events and conferences.
- Coordinate with our agencies to ensure all documentation are submitted on time.
- Follow-up with all contractors related to Admin responsibilities as required.
- Seek and accomplish assigned jobs on time and cost effective manner.
- Receives incoming mails, sorts, logs and distributes as required. Receives outgoing mail, logs and distributes.
- Types all kinds of correspondence and reports

- Receives telephone calls and visitors. Gives answers to routine questions or takes messages. Refers other matters to appropriate personnel.
- Prepares various statistical reports, data analyses and summaries using financial, planning and programs, statistical or other reference data as source material.
- Creates and maintains filing systems, records and indices. Keeps reference files and policy manuals up-to-date by adding and deleting obsolete information.
- Maintains office supplies as necessary.
- Performs any other clerical or miscellaneous duties as requested by the supervisor.

#### **D. IMPORT-EXPORT STAFF**

From January 2001- February 2003

##### **Pan-Phil Sportswear Inc.**

MEPZ 2, Basak, LapuLapu City

Cebu, Philippines

Nature of Business: Garments manufacturer and exporter.

##### **Duties and Responsibilities:**

- Preparing legalization of export documents for USA/Canada/Europe bound shipments (i.e. Textile Visa, Export Declaration, Certificate of Origin and etc.) shipments.
- Communicating & booking shipment with freight forwarders and customs brokers.
- Preparing all import/export documents such as invoice, packing list, customer form, certificate of origin, customs clearance form, etc.
- Managing the dispatch/shipment of products.
- Preparing the monthly import and export performance report and submitting the same to Philippine Economic Zone Authority (PEZA) office.
- Representative of Garments & Textile Export Board meeting.

#### **E. IMPORT-EXPORT STAFF**

From July 1997- December 2000

##### **Texta Industries Inc.**

MEPZ 2, Basak, LapuLapu City

Cebu, Philippines

Nature of Business: Garments manufacturer and exporter.

##### **Duties and Responsibilities:**

- Preparing legalization of export documents for USA/Canada/Europe bound shipments (i.e. Textile Visa, Export Declaration, Certificate of Origin and etc.) shipments.
- Communicating & booking shipment with freight forwarders and customs brokers.
- Preparing all import/export documents such as filling the customs form, invoice, packing list, ...etc.
- Managing the dispatch/shipment of products.

- Preparing the monthly import and export performance report and submitting the same to Philippine Economic Zone Authority (PEZA) office.
- Representative of Garments & Textile Export Board meeting.

## **EDUCATIONAL BACKGROUND**

College : Bachelor of Science in Education  
Major in Biology  
Mindanao State University, Iligan City  
Philippines  
Year Graduated: April 1,1996

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