



ROCHIN DUTCHILLA

CAREER OBJECTIVE

To extend my expertise in delivering administrative functions in an excellence centered organization that promotes mutual growth.

CONTACT

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EDUCATION

Bachelor of Science in Information Technology - Adamson University (2016)

PERSONAL DETAILS

Age: 29
Birth Date: November 7, 1994
Gender: Female
Civil Status: Single
Language: English, Tagalog

WORK EXPERIENCE

B2B SALES COORDINATOR BAKEMART FZ LLC (ALMARAI) DUBAI UAE OCTOBER 29, 2018- PRESENT

- Coordinating clients and team members regarding about the orders, both external and internal.
- Handling orders by phone, email, or mail and checking the orders have the correct prices, discounts, and product numbers.
- Processing and filling customers LPO.
- Helping the sales team to improve their productivity by contacting customers to arrange appointments and ensuring all Sales Representatives have high-quality, up-to-date support material.
- Handling urgent calls, emails, and messages when sales representatives are unavailable, answering customer queries, informing them of delays, arranging delivery dates, and scheduling marketing events.
- Coordinating with the logistic team to make sure that the delivery will be on time.

DATA ANALYST ACCENTURE INC. (PHILIPPINES) JULY 1, 2016 - JULY 8, 2018

- Review all the policy content before it goes to the client.
- Analyze a target number of content per day, it is based on the policy guidelines that is set by the client.
- Interpret data, analyze results using statistical techniques and provide ongoing reports
- Get data from both primary and secondary sources, and maintain data systems.
- Acquire data from primary or secondary data sources and maintain databases/data systems.
- Work with management to prioritize business and information needs.
- Locate and define new process improvement opportunities.

WORK EXPERIENCE

SALES ASSOCIATE
PHITALY BODY SCENT (PHILIPPINES)
JUNE 2014 - MAY 2015

- Assist and sell products to the customers.
- Managing and operating financial transaction within the customers.
- Increasing and inventory the over all sales.

TRIP ADVISOR INTERN/FRAUD ANALYST INTERN
OPEN ACCESS MARKETING PHILIPPINES INC
JUNE 2015 SEPTEMBER 2015

- Publishing, Removing, and Escalate photos through their websites.
- Set some photos to Primary Thumbnail on their websites.
- Remove some pornographic or nude pictures.

CERTIFICATES

BASIC AND ADVANCED PHOTOSHOP
ADAMSON UNIVERSITY
JANUARY 14, 2012

CYBER SECURITY
ADAMSON UNIVERSITY
MAY 15. 2013