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| **Remedios**  [**Remedies.151606@2freemail.com**](mailto:Remedies.151606@2freemail.com) |  |

**Objective**

To secure a position in a company where I can utilize and enhance my knowledge, skills, strengths and capabilities and likewise contribute to the growth of the company.

**Work Experience**

Administrative and Logistics

Ha-Be Middle East FZE

Sharjah, Airport Free Zone, UAE

January 2015 up to present

Duties and Responsibilities:

• Organizing day to day deliveries.

• Data entry of goods receipt (GRN) into ERP System.

• Tracking import and export shipments.

• Taking quotation from different freight companies for export shipment.

• Preparing purchase order (P.O).

• Doing SAIF Zone Customs stock consolidation.

• Update and compile logistics-related monthly reports.

• Preparing Bill of Entry.

• Preparing delivery order/packing list.

• Preparing Invoice for Certificate of Origin (Chamber).

• Doing certificate of analysis for each material delivery.

• Preparing daily, weekly and monthly sales report.

• Perform administrative duties (including documents distribution/collection/filling).

• Preparing necessary documents for new employee visa application.

• Preparing necessary documents for staff cancellation.

• Taking flight quotation/options from different airlines.

• Air ticket booking for annual leave and business trips.

• hotel booking.

• Answering telephone calls and transferring to relevant extensions.

• Taking quotation for all company needs and requirements.

• Monitoring and re-ordering stationery and other office supplies.

• Other related Admin and logistics duties as assigned.

**Previous Work Experience**

Secretary cum Receptionist

Sicily International Marble FZE

Sharjah, Airport Free Zone, U.A.E

March – September 2014

Duties and Responsibilities:

* Greeting and welcoming visitors.
* Answering all telephone calls and transferring to relevant extensions.
* Taking accurate messages and relaying to the manager.
* Organize appointment for the applicant.
* Making invoice and quotation.
* Receiving and directing deliveries to the office.
* Sending and receiving/distributing fax and email correspondence.
* Monitoring company email.
* Monitoring and re-ordering stationery and other office supplies.
* Filling soft/hard copies of documents.
* Making coffee/tea for visitors (if required).
* Making Saif Zone Customs weekly gate pass.
* Making daily report.
* Monitoring import shipments.
* Posting advertisement in Dubizzle/Gulf News site for job vacancy.
* Preparing necessary documents for new employee visa application.
* Updating employee’s attendance.
* Updating company uniform inventory.
* Updating phone directory.

Office Assistant

GIOIA JEWELLERY FZC

Sharjah, Airport Free Zone, U.A.E

June 2012-june 2013

Duties and Responsibilities:

* Controlling Model Maker dept., Casting dept. and Designing dept.
* Assigning tasks.
* Monitoring workers.
* Generate weekly report for all departments.
* Checking and sending the raisin pcs. From Designing dept. to Casting dept.
* Data entry for all manual designs.
* Generate reference for each design.
* Assuring confidentiality and protection of designs.
* Filing each design and sending to the manager for checking.
* Submit all design details to the manager.

Checker

SM City Baliwag

Baliwag, Bulacan Philippines

Year: 2011

Duties and Responsibilities:

* Checking and verifying accuracy of cashier’s entries or transaction receipt against merchandise purchased by customer.
* Authentication of card ownership
* Check picture
* Check expiry date of credit card
* Request card holder to sign on transaction draft
* Compare signature vs. card
* Place and seal items in plastic bag with transaction receipt.
* Compile and forward sales documents at the end of the day.
* Maintain orderliness of work area to ensure systematic work flow.
* Ensure availability and proper storage of plastic bags and other supplies.
* Ensure cleanliness of counter at all times.

Cashier

Ultra Mega Multi-Sale

Baliwag, Bulacan Philippines

Year 2010

Duties and Responsibilities:

* Payment of the customers.
* Everyday sales amount to be remitted to the general manager
* Attends to the customer and assist according to their desires.
* Daily sales report.
* Petty cash.
* Filing outgoing and incoming invoices and performed other assigned jobs from Time to time.

**Educational Background**

College:

Computer Secretarial

ICBT (Integrated College of Business & Technology)

Baliwag, Bulacan

Year 2008- 2010

Information Technology

ACSAT (Asian College of Science and Technology)

Baliwag, Bulacan

Year 2007-2008

**Seminar/Training Attended**

LKBP (Ligas Kooperatiba ng Bayan sa Pagpapaunlad)

Place: San Jose, San Miguel, Bulacan

Purpose: On – The – Job Training

Designation: Encoder and Filling

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| **Skills**   * Multi-tasking. * Fast learner. * Responsible and honest. * Can work under minimum supervision. * Can work under pressure. * Ability to motivate others. * Ability to think quickly, logically and analytically. * Hard working and always trying to improve job knowledge and skills. * Good understanding of teamwork and cooperative with others at all times. * Strong sense of responsibility, punctual, flexible and patient. * Excellent and dedicated employee. * Computer knowledge (Microsoft Office Package MS Word, Excel etc.) * Knowledgeable in Tally ERP. * Sending and receiving faxes and emails. * Answering calls and inquiries. * Office works.   **Personal Information**  Sex : Female  Citizenship : Filipino  Civil Status : Single  Language/Dialect : English, Tagalog  Visa Status :Employment (Free Zone Visa-TRANSFERABLE)  Reason of leaving : End of Contract (Feb. 28, 2017)  ***The rest available upon request.*** |
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