**Catherine**



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**CAREER OBJECTIVE**

To join a company that offers me a stable and positive atmosphere and inspires me to enhance my professional skills for the betterment of parties concerned.

**SUMMARY OF QUALIFICATION**

* Computer literate, knowledgeable in Windows MS Office
* Able to reach diverse personalities of different people.
* Dedicated, with initiative, works well independently.
* I am very determined, responsible, self-motivated and hardworking professional with strong commitment to learning and knowledge sharing.
* I enjoy working with other and able to work unsupervised. I have excellent communication skills and
* I strive to always keep a positive attitude and have the ability to learn quickly.

**EMPLOYMENT HISTORY**

Position: **Administrative Assistant**

QS Department

Date: September 01, 2008 up to12 December 2012

Company’s Name: Ishtar Décor LLC- Abu Dhabi, UAE

Duties and Responsibilities:

* Coordinates with account department with regards to the payments / invoices.
* Responsible on informing and releasing the payments to each Supplier/ Sub-contractors.
* Prepares payment reports for each sub-contractor / suppliers and clients.
* Prepares payables to be forwarded to Accounts Department.
* Prepares purchase order requisitions.
* Responsible in preparing and keeping quotations and invoices for the clients.
* Making internal memo and Business Correspondence including Quotation Inquiries.
* Keeping subcontractor files / records such as; Quotations, Local Purchase Orders, Invoices and

Receipt Vouchers.

* Prepares comparison between sub-contractor quotation and company bill of quantity.
* Quantity Surveyor Department Documents Controller
* Sending quotation request to suppliers.
* Secretary/Receptionist Reliever
* Prepares petty cash

Position: **Purchasing Officer**

Date: 04 April 2005 up to 19 March 2008

Company’s Name: Philippine Yushin Inc. Address: Silang, Cavite, Philippines

Duties and Responsibilities:

* Responsible in ordering items such as; raw materials, machine tools, standard parts, and
* Production supplies to local and international suppliers.
* Responsible in negotiating the quotation price before issuing purchase order.
* In-charge in receiving and checking all incoming deliveries.
* Follow up with vendors/suppliers to ensure the required delivery dates.
* Prepares monthly payables to be forwarded in accounting department.

Position: **Sales Assistant**

Date: 07 June 2004 up to 28 February 2005

Company’s Name: Sankei Philippines Inc.

Address: Dasmariñas, Cavite, Philippines

Duties and Responsibilities:

* File customer records such as delivery receipts, sales invoice, and purchase order.
* Make sure that all items can deliver according to the customer target date of delivery.
* Deals with Customer demands, needs and complains.
* Prepare papers for documentation and coordinate directly to IMPEX.
* Responsible in monitoring items process inside the production.

Position: **Secretary/Customer Service Officer**

Date: 07 December 2002 up to 06 November 2004

Company’s Name: Harry and Arnold’s Cycle Industrials Inc. Address: Silang, Cavite, Philippines

Duties and Responsibilities:

* Records all transactions and file all documents after processing.
* Assist customer’s complaints and inquiry.
* Lead and direct clients in the personnel involved.
* Retrieving and sending business correspondence via email and fax.
* Telephone, fax, and photocopy machine operator.

Position: **Customer Service Officer/Clerk**

On the Job Training

Company’s Name: Philippine National Bank (Silang Branch) –Cavite Philippines

Duties and Responsibilities:

* Assist new accounts transactions and rotated to different sections.
* Facilitate walk in clients for their inquiry and opening accounts.
* Answering phone calls and sorting of money.
* Encoding and filling.

**EDUCATIONAL ATTAINMENT**

**Bachelor Degree Bachelor of Business Administration**

**Major in Management**

Philippine Christian University

Dasmariñas, Cavite

October 1998-October 2002

**PERSONAL INFORMATION**

Birthday: 08 October 1981

Gender: Female

Religion: Roman Catholic

Civil Status: Married

I hereby declare that all information given above is true to the best of my knowledge and belief.