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Noralyn

[Noralyn.165790@2freemail.com](mailto:Noralyn.165790@2freemail.com)

**POSITION APPLIED:**

Administrative Staff/ Account Assistant/ Secretary/ Sales Representative

**OBJECTIVE :**

To be affiliated in a highly reputable organization where I can share my 10 years of experience in consulting and construction and office management.

**WORK EXPERIENCES:**

**Archives Clerk (Customer Service Rep.)**

June 5, 2011 – Present **Quos Quzah Gas Installation Company**

Dubai Islamic Bank Building

Block-C 601

Immigration Road, Sharjah, UAE

Highlights:

* Making phone calls and receiving customer queries for prospective customers
* Keeps records of customer transactions for auditing purposes
* Preparing daily job card reports

**Billing Officer Design Science, Incorporated**

Jan 5, 2009- May 6, 2011 BT & T Center Bldg.

#20 E. Rodriguez Jr., Avenue

Libis, Quezon City

Highlights:

* assigned in the collection of billings
* prepares monthly billing reports
* keeps and maintains account receivable balances
* responsible for the preparation of statement of accounts, collection reports, letters and correspondences
* documentation of the billing statements
* checking and updating account payable and account receivables & check voucher

**Sales Representative (Part-time) Avon Philippines**

Jan 2003-present Aurora Boulevard

Quezon City

Highlights:

* selling cosmetic products, apparels and jewelleries
* meeting a quota of Php 15,000 (roughly 1,200 AED) every month

**Administrative Officer (DSI Project) Saudi Fund Development**

Dec. 11, 2009-July 1, 2010 Department of Public Works & Highways

Bureau of Maintenance

2nd St., Port Area, Manila

Highlights:

* responsible for all administrative and personnel works pertaining to project employee monitoring of employment
* preparation of vouchers of reimbursable expenses of field employees for head office payment
* monitoring of time records for immediate payment of salaries
* inventory custodian of office equipment
* assist the Project Manager on problems related to employee/ contractor conflicts
* assist in the preparation of monthly progress reports and billing for collection
* petty cash fund custodian/ office administrator
* assist the Project Manager
* checked time records and prepared payroll data sheet for approval of Project Manager and for payroll processing
* maintained and file incoming and outgoing memorandum, documents and reports
* prepare memorandum, helped project manager in the preparation of letter and reports
* performed tasks as directed by the Project Manager

**Administrative Officer (DSI Project)** **Kuwait Fund for Arab Economic Development**

April 16, 2002 –December 2008 Department of Public Works& Highways

Bureau of Maintenance

2nd St., Port Area, Manila

Highlights:

* responsible for all administrative and personnel works pertaining to project employee monitoring of employment
* preparation of vouchers of reimbursable expenses of field employees for head office payment
* monitoring of time records for immediate payment of salaries
* inventory custodian of office equipments
* assist the Project Manager on problems related to employee/ contractor conflicts
* assist in the preparation of monthly progress reports and billing for collection
* petty cash fund custodian/ office administrator
* assist the Project Manager
* checked time records and prepared payroll data sheet for approval of Project Manager and for payroll processing
* maintained and file incoming and outgoing memorandum, documents and reports
* prepare memorandum, helped project manager in the preparation of letter and reports
* performed tasks as directed by the Project Manager

**Administrative Officer (DSI Project) Philippine Army Officer’s Clubhouse**

January 1999 – March 2002 Fort BonifacioTaguig City

Highlights:

* prepares monthly billing reports and statements
* encoded, fielded and arranged all reports, communications and correspondences
* inventory custodian of office equipments

**Billing Assistant (Premium 2 Project)** **Design Science Incorporated (DSI)**

July 1997 – December 1999 Jacinto St., UP Diliman

Quezon City

Highlights:

* prepares monthly billing reports
* keeps and maintains account receivable balances
* summarizes and records travel expenses
* responsible in the preparation of statement of accounts, collection reports, letters and correspondences
* documentation of the billing statements
* encoded, fielded and arranged all reports, communications and correspondences

**Personnel Clerk** **Design Science Incorporated (DSI)**

December 1996 – July 1997 59 Whitefield St., White Plains Quezon City

Highlights:

* prepares communication, letters, and memoranda issued to employees
* documentation of employee 201 files
* notify employees on tax, medical and insurance requirements
* processes applicants examination test and results and other documentary requirements

**Personal Secretary**  **Jag &Haggar Jeans Sportswear**

May 1994 – October 1996 Villonco Road, Sucat Paranaque City

Highlights:

* encoding of memoranda to clients and monthly progress reports
* encoding of sewer summary reports
* answers customer inquiries on phone

**Sales Representative** **RFM Corporation**

May 1992 – April 1994 Manggahan, Pasig City Philippines

Highlights:

* endorsement of our processed meat products to malls and supermarkets
* monthly and weekly stock taking of display products
* preparing sales report and making sure that the targets are met

**PERSONAL IDENTITY:**

Civil Status : Separated, with two (2) children

Citizenship : Filipino

Height : 5’0”

Weight : 105 lbs.

Religion : Islam

Visa Status : Employment

**EDUCATIONAL BACKGROUND:**

Technical Course Technological Institute of the Philippines

1991 - 1994 Aurora Blvd., Quezon City

Degree Computer Technology

College IBM Peralta Processing & Tutorial Center

1989 - 1991 999 Aurora Blvd., Quezon City

Degree Computer Programming

**TRAININGS AND SEMINARS:**

**1. Professional Development (Filipino Digirati)**

Sharjah, UAE

March 2013

**2. Company Training for ISO Compliance**

Libis, Quezon City

March 2011

**3. Ocular Inspection of Property Assets**

Lanao del Norte, Mindanao

May 2006

**COMPUTER-RELATED SKILLS**

Excellent level in all Microsoft Office Applications

Desktop Publishing Application Software

Internet and the World Wide Web

**CHARACTER REFERENCES:**

References will be made available upon request.