

***LANY***

*Email address:* *lany.192432@2freemail.com*

***OBJECTIVE:***

Seeking a challenging position in a progressive organization that offers opportunities for professional development that will enhanced my experience, extensive communication, and skills while providing an opportunity for career growth and contribute the future development of the organization.

***QUALIFICATION:***

Operation includes: Costumer services, Marketing, Purchasing, Accounts, Sales Inventory, Personal Assistant and Receptionist.

***PROFESSIONAL WORK EXPERIENCE:***

**OPERATIONS OFFICER**

Autosense Car Care Center

National Highway, Barangay City Heights,

General Santos City, Philippines

June 1, 2011 – November 30, 2013

**Job Descriptions:**

**Primary Function:**

* Parts Purchasing In-charge
* Insurance Claims Coordinator
* Account/Sales Coordinator
* Phil Health, SSS, PAG-IBIG Documentation Clerk

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**Duties and responsibilities:**

Parts Purchasing:

* Contact proper suppliers for specific parts of vehicles
* Evaluate canvass and refer to manager for approval of purchase order
* Determine mark-up or selling price of parts
* Accept delivery and do receiving report for proper recording to customer
* Encode parts purchase for billing invoice preparation

Insurance Claim Coordinator:

* Gather repair costs from job contractors ( tinsmith & painting )
* Canvass parts required for repair
* Prepare quotation or job estimate for repair
* Prepare necessary documents as required by insurance (pictures, police report or affidavit, photocopies of registration, driver’s license, stencils, and release of claim)
* Submit documents and coordinate with adjuster for issuance of letter of authority (L.O.A)
* Follow-up collection of receivables from insurance companies

Account / Sales Coordinator:

* Preparation of Monthly Sales and Collection
* Preparation of Monthly Salary of the Employees
* Do the monthly aging of accounts receivable
* Handle the petty cash transaction – disbursement and replenishment
* Ensure on time collection and deposit payment to the bank
* Handles queries from the external customers

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Phil Health, SSS, PAG-IBIG documents clerk:

* Compute due for remittance to government agencies
* Encode computer forms and send by email

***SEMINAR AND TRAINING ATTENDED AND COMPLETED:***

**ON THE JOB TRAINING (168 HOURS)**

Sydney Hotel General Santos City, Philippines April 2010

* Compile, copy, sort, and file records of office activities, business transaction and other activities
* Operate office machines, such as photocopies and scanners, facsimile machine, and personal computer

**BUSINESS PSYCHOLOGY SKILLS FOR PERSONAL EFFECTIVENESS**

BA & A Conference Room MSU Campus

General Santos City, Philippines

February 17, 2010

***EDUCATIONAL ATTAINMENT:***

**Bachelor of Science in Business Administration Major in Entrepreneurial Marketing** Mindanao State University General Santos City, Philippines April 11, 2011

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**SPECIAL SKILLS:**

* Well adept in the use of English language both written and oral.
* Well adept in the use of the different computer programs such as:
	+ MS Word
	+ MS Excel
	+ MS Power Point
	+ Internet (email and web browsing)
* Can manage pressure very well and meet deadlines on time.
* Well adept in dealing with different type of people.

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| ***PERSONAL DATA:*** |  |  |
| **Age** |  | : | 24 years old |
| **Sex** | : | Female |
| **Date of Birth** | : | November 5, 1989 |
| **Civil Status** | : | Single |
| **Nationality** | : | Filipino |
| **Language Spoken** | : | English, Tagalog |
| **Visa Status** | : | Visit Visa |

I do hereby acknowledge that the facts set forth are certified and correct.

**Lany**

Applicant

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