**MAUREN**

**Mauren.217415@2freemail.com**



**Position Desired:** Any opening that fits my knowledge and experience.

**Objective:** To obtain a responsible and challenging position that will utilize myknowledge, skills and experience in different field.

**EMPLOYMENT RECORD**

**Stronglinks Service Cooperative**

Laboratories.

Company, Malolos, Bulacan, Philippines

Research and Development Department / Materials Management Dept.

**GENERAL CLERK / ENCODER** (April 29, 2013-March 25, 2014)

**Job Description:**

* Prepare Staffs’ weekly schedule & Overtime Slip
* Weigh/prepare Raw materials to be used in Products/Medicines
* Compound Products/Medicines
* Coordinate with other Department regarding the Product flow etc.
* Encode/update Employees’ Information
* Encode Job Order Status
* Encode and check Approved Suppliers of Raw Materials & Packaging Materials
* Product pricing using Company’s system (Marketing Dept.)
* Did some editing of Company ID’s using Adobe Photoshop CS5 (HR Dept.)

**Retail Stores**

Cubao, Quezon City, Philippines

Human Resources and Administrative Department

**HR ASSISTANT / LIAISON OFFICER** September 1, 2012–February 16, 2013

**Job Description:**

* Check daily attendance of Employees
* Check DTR of employees for Payroll preparation
* File Comp.& employees Updates to Gov. agencies (SSS, BIR, DOLE, & Phil.Health)
* File loan applications and Sickness Notification

**Cinema**

Alabang, Muntinlupa City, Philippines

AIKO Environmental & Manpower Serv., Inc.

Administrative and Operations Department

**ADMINISTRATIVE ASSISTANT / CASHIER**

February 16, 2011 - June 15, 2012

**JOB DESCRIPTION**

* Monitors Daily operation of the Cinema
* Checks daily remittances of the Ticket Sellers
* Prepares and deposits Daily Sales of the Cinema
* Prepares Daily Schedules of the Cinemas and Manpower
* Prepares Journal Vouchers and Daily Reports
* Prepares Cash Receipts Journal
* Prepares DTR and Payroll of Employees
* Receives and handles payments of Cinema Advertisements
* Prepares commercials and advertisements’ Certificate of Performance
* Interviews and screen applicants

**Pharma.**.

Scout De Guia St., Kamuning, Quezon City, Philippines

Accounting Department

**ACCOUNTING CLERK**

April 21, 2008 - May 5, 2010

**JOB DESCRIPTION**

* Invoicing of Sales Order
* Distribution of original invoices to Medical Sales Representatives
* Costing and encoding of Returned Good Slip
* Memo of charge Returned Good slip
* Prepare memorandum for Mercury Drug Corporation re: list of invoices ready for counter/payment
* Filing of documents (Sales Invoice, Delivery Receipts and Returned Good slip)
* Monitor and follow-up missing invoices
* Get Sales Order and monitor invoicing progress
* Inform the concerned marketing personnel on the status of the sales order
* Filing of Sales Order, Daily and Weekly reports of marketing personnel
* Distribute and log incoming documents
* Keep tract of the product inventory status as provided by the warehouse department
* Posts customer’s payment OR/PR.
* Encodes and summarizes marketing expenses for replenishment.
* Monitors customers with overdue accounts and reconcile.
* Fax Purchase Orders to different suppliers.
* Checks DTR of Employees for payroll preparation

**SPECIAL SKILLS**

Computer Literate: Microsoft Office, DOS program, Microsoft Navition, Photoshop

**TRAININGS & SEMINARS ATTENDED**

* **Current Good Manufacturing Practices** FBIC, Malolos, Bulacan-May, 2013
* **Lloyd Laboratories, Inc.**

FBIC, Malolos, Bulacan, Philippines

Training in Manufacturing Department (Packaging) March 22 – April 26,2013

* **Microsoft Dynamics NAV (Navition)**

Kamuning, Quezon City, Philippines July – October, 2009

* **Tarlac II Electric Cooperative (OJT)**

Concepcion, Tarlac, Philippine (Encoder & Typist) July - October, 2007

**PERSONAL DATA:**

|  |  |  |
| --- | --- | --- |
| **Sex** | **:** | Female |
| **Civil Status** | **:** | Married |
| **Date of Birth** | **:** | April 26, 1987 |
| **Educational Attainment** | **:** | Tertiary (B.S.B.A) 2004-2008 |
| **Nationality** | **:** | Filipino |