

**Angelica**

**Angelica.230284@2freemail.com**

##  *OBJECTIVE:*

 To be part and of service to your institution where my skills learning’s and work ethics can be applied and to align my personal and career path together with your defined direction and objective.

 I am eager to combine my experience with my knowledge in demonstrating my capabilities if given the opportunity I would appreciate an interview at your outmost convenience to discuss my qualifications in greater details and to see how my expertise would be of mutual benefit.

## *WORKING EXPERIENCE:*

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 **J-DAN MOVERS** [April 2010- April 6, 2015]

 Santol Balagtas Bulacan, Phils.

Position Job Duties and Responsibilities:

**Supply Chain Assistant-Transport**

* Take inventory & analyze all documentation such as invoices, bills & other supply documents
* Analyze items & check the quality of materials before preparing them for dispatch
* Customer helpdesk if there is complaints & problems of the booking, shipment & also prepare shipping documentation.
* Make sure all supplies are sent on due time & reach the correct destinations
* Monitor the stock levels & keep maintenance in warehouse
* Coordinate all the drivers about their booking schedule & status of the shipment
* Assist the supply chain manager in planning & organizing the distribution of goods & prepare Hauler’s Billing & AP
* Responsible for Customer Accounts Payable like Del Monte, Uratex & Unilever.
* Ensure products movement from

 Suppliers to retail outlets.

**Sharjah Cable Factory( Switchgear Subdivision**) [April 2008- Feb.2009]

 Sharjah,United Arabs of Emirates

Position Job Duties and Responsibilities:

**Executive Secretary**

* Responsible & prepare the sales order & sales invoices to client & answering inquiries from customer to supplier
* Negotiate contract price, terms & condition & delivery schedule.
* Prepare purchase order to Supplier
* Auditing & checking all quotations & purchase order for customer & supplier
* Assist the accounting to prepare payroll & expenses reports of the company.

**Financial Partners Internationa**l [June 2007-Aug.2007]

 Plaza 66, Nanjing Road, Room 1801, Shanghai,China

Position Job Duties and Responsibilities:

**Marketing & Financial Adviser’s Assistant**

* Responsible for Scheming & valuating the report of the client
* Analyze their contribution total to date and their current contribution if it is monthly, yearly, or quarterly.
* Compute their total return and annual return of the client.
* Responsible to take the prospected clients.

 **(Formerly UTA) Lear Automotive Services** [Sept. 23, 2000- Jan. 6, 2006]

#  (Netherlands) B.V. Phil Branch

 Mactan Export Processing Zone, Cebu Philippines

 Position Job Duties and Responsibilities:

**Warehouse Encoder**

* Responsible for encoding the raw materials & finished goods shipment
* Auditing & Dispatching the finished goods shipment
* Assign/ create Carrier details29.3.3.Encodethe ship via, FOB point, Mode of transport, Vehicle ID.

## *EDUCATIONAL BACKGROUND:*

**College Education**

**University of Cebu, Lapu- Lapu & Mandaue** [ 2001- 2006-Und.]

Mandaue City, Cebu Phils. Working Scholar

Bachelor of Science in Commerce, major in Management Accounting

**Secondary Education**

**Marigondon National High School** [ 1995 - 1999]

Marigondon Lapu- Lapu City,Cebu Honorable Mention

**Primary Education**

**Suba Masulog, Elementary School** [1990 - 1995]

Suba- Masulog Basak, Lapu-Lapu City,Cebu,PhilS. Honorable Mention

## *QUALIFICATIONS & SKILLS:*

* Good Team member & leading personality as well
* Creative,open minded, hard working,self esteem & optimistic person
* Ability of making decisions & managing critical situations during work
* Ready to work in a challenging environment with tight deadline
* Good oral & written communication skills
* Basic knowledge of accounting & bookkeeping
* Computer Literate