

**Gulfjobseeker.com CV No: 25689**

E-mail: [gulfjobseeker@gmail.com](mailto:gulfjobseeker@gmail.com)

*Seeking a suitable position where my past and varied experience would be fully utilized and make a significant contribution to the success of my employer.*

***Principal Functions and Responsibilities***

***NUVOLAND PHILIPPINES INC.***

***Project Admin Specialist (September 2013 – October 2015)***

Provides clerical support for the sales department

* Recordkeeping responsibilities may include sales and expense reports
* Sourcing potential clients
* Promote and represent the company through various sales & marketing activities
* Handle client negotiations
* Handles documentation and reviews requirements submitted by client
* Prepares request letter of client

***DIGITEL MOBILE PHILIPPINES INC. (SUN CELLULAR)***

***Admin Assistant II - Reports directly to the VP of Internal Audit***

***(June 2006 – September 2013)***

Provides general secretarial support and performs administrative duties as follows:

* Receives, sorts and forwards incoming mail/memos to appropriate members of the Division.
* Releases audit reports and other memo to other departments/officers and maintain file copies
* Organizes filing system for incoming and outgoing documents, audit reports and other administrative documents and indicates reference number for monitoring.
* Scan reports and maintain database
* Maintain database of Audit Reports and other documents ( Online / Vault Copy)
* Type memo, reports or worksheet as directed.
* Prepare request for certain requirements within the division

HR - Leave forms, official business advise of field auditors and managers, updates table of organization, request for employees

Admin - transmittal of documents (coordinates with messenger), request for bookings of flight, hotel bookings of field auditors, conference room booking for meetings

Logistics - office supplies, conduct inventory, logistical needs for meetings

IT - Request for PC, email and access to systems, network problem, troubleshooting

* Receives and reviews liquidation forms, reimbursements, cash advance of field auditors prior to Manager and VP’s signature; update monthly expenses
* Provides monthly report/summary for SOX Compliance for the whole company

**Other Functions**

May be assigned to assist in audit activities such as:

* **HR Audit** - audit of leaves (SL/VL for cash conversion); Audit of Rice Subsidy for the whole company;
* **Business Centers Audit** - Inventory
* **Information System Audit** -(User Acceptance Testing for Sun Cellular Products and Services)

**DIGITAL TELECOMMUNICATION PHILIPPINES INC. (DIGITEL)**

***Admin Assistant ( July 2002 – February 2006)***

Provides general secretarial support and performs administrative duties as follows:

* Receives, sorts and forwards incoming mail/memos to appropriate members of the Division.
* Releases audit reports and other memo to other departments/officers and maintain file copies
* Organizes filing system for incoming and outgoing documents, audit reports and other administrative documents
* Scan reports and maintain database
* Type memo, reports or worksheet as directed.
* Maintains inventory and requisitions of office supplies and materials (or other services) based on the requirements in the Division.
* Monitors accountabilities and properties within the group

***UNITED LABORATORIES INC. (UNILAB)***

***Temporary Clerk- QA Documentation (November 2001 – April 2002)***

* Encoding of documents
* Receives, Sorts and Forwards incoming memos, reports
* Maintains the filing of documents
* Distributes reports and memos to other department

**Educational Background** - **BACHELOR OF SCIENCE IN COMPUTER SCIENCE**

AMA Computer College – East Rizal 1997 – 2001

***\*Personal Information\****

Date of Birth : January 31, 1980

Civil Status : Married

Nationality : Filipino

Language : English and Mother Tongue

Visa Status : Visit Visa