

**MARELA**

[**MARELA.258262@2freemail.com**](mailto:MARELA.258262@2freemail.com)

***Objective***

To obtain a position where I can make use of my skills in an office environment, my aptitude to adapt and learn rapidly, and my capability to work well with others.

***Capabilities***

* Computer Literacy (MS Word, Excel, PowerPoint)
* Knowledgeable in Oracle.
* Able to multi-task efficiently
* Good in written and verbal skills. Use of proper grammar.
* Knowledgeable in Internet access
* Hardworking, responsible, patient
* Organize and preserve paper and computer files.
* Understand and follow oral and written instructions.
* Knowledgeable in Basic Accounting
* Willing to learn new things.
* Knowledgeable in areas of Investment Banking, Math and Financial Analysis based on Bloomberg Aptitude Test.
* Able to work well with others.
* Works with flexibility

***Work Experience***

**Company : Emerson Electric Asia, ROHQ, Quezon City, Philippines**

Industry : Technology and Engineering

Job Title : Order Administrator cum Admin for Valve Automation Process Management

Period : May 2014 - January 2016

Duties and Responsibilities:

* Part of Nuclear Team for Valve Automation
* Receives and processes requests and provides updates on status of requests.
* Enters data and required information using standardized templates/forms/business *system.*
* Perform accurate and timely (within the goals set by management) processing and entering of non-engineered orders into local order entry systems (e.g. Oracle) in conformance with customer needs and factory capabilities to allow effective performance to customer requirements.
* Monitoring of the generic mailbox of all orders and inquiries received.
* Identifies customer needs through communication and creates solutions to customer problems.
* Implements error-proofing method to ensure all transactions done are accurately
* Adheres to shift schedules and attendance expectations to ensure consistent support to customers and a balanced workload for peers
* Coordinates with other teams/support to complete the request of customers.
* Records and submits periodic and/or quarterly transaction records, log sheets and/or trackers
* Accurately logging of daily activities
* Accurate logging of order documents and correspondence
* Serves as back-up for similar or related function for business continuity

**Company : Philippine National Bank, Galas, Quezon City, Philippines**

Industry : Banking and Finance

Job Title : Student Trainee

Period : April 2013 - May 2013

Duties and Responsibilities:

* Assists customers on opening of new accounts.
* Updating of dormant accounts of customers.
* Account inventory

***Education***

**Bachelor in Banking and Finance** Polytechnic University of the Philippines

Sta. Mesa, Manila

May 2014

**Valedictorian** Balayan National High School

Balayan, Batangas

March 2010

***Personal Background***

Nationality : Filipino

Gender : Female

Birthday : 09 June, 1994

Religion : Roman Catholic

Marital Status : Single

Language : English, Tagalog

***Achievements***

* Life Insurance Agent (with the grade of 92%)

December 13, 2013

* Civil Service Eligibility (Professional Level)

October 2013

* Dean’s Lister
  + - First Semester AY 2013-2014 GWA 1.43
    - Second Semester AY 2012-2013 GWA 1.75
    - First Semester AY 2012-2013 GWA 1.43
    - Second Semester AY 2010-2011 GWA 1.75
    - First Semester AY 2010-2011 GWA 1.68
* Mercury Drug Award for Excellence in Mathematics

March 2010

* Insular Life Award for Academic Excellence

March 2010

***Affiliations***

* Leader, A Thesis: “An Analysis on the Contribution of Novaliches Development Cooperative (NOVADECI) on the Improvement of Its Member's Quality of Living.” October 2013
* Leader, A Feasibility Study “ELJAN Lending Services Corporation” March 2014

***Seminars and Trainings Attended***

* **“Investing in Properties: Paradigm of Your Future Dreams”**

Mr. Carl Dy and Atty. Arnel Dela Rosa

Polytechnic University of the Philippines, Sta. Mesa, Manila

January 21, 2013

* **“Journey to Financial Freedom: Achieving Financial Wellness”**

Mr. Chinkee Tan

Polytechnic University of the Philippines, Sta. Mesa, Manila

January 15, 2013

* **“First Philippine Junior Finance and Investment Summit”**

CFA Society Philippines, SMX Convention Center, Pasay City

July 2013

* **“English Proficiency Training”**

Emerson Electric Asia, ROHQ, Mandaluyong City

June 2015

* **“Moments of Truth”**

Emerson Electric Asia, ROHQ, Quezon City

October 2015

***Character References***

To follow upon request

**Visa Status: Tourist Visa (Can start immediately)**

I hereby declare that all the particulars stated in this application are true to the best of my knowledge and belief.