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**Objective:** To secure a position with a stable and profitable organization, where I can be a member of a team and utilize my business experience to the fullest.

# Work Experiences

**HR Assistant / Crewing Officer/Documentation Staff – October 15, 2012 – October 30, 2015**

## Bargonfip Shipmanagement, Inc.

25 Ma. Asuncion Spirig St. BF Resort Village Pamplona, Las Pinas City, Philippines

***Job Description:***

* Handling crew & assisting crew for processing of their documents.
* Maintain the personal records of crew on matters such as wages, leaves and trainings
* Ensure timely crew changes by coordinating with on signer and off signer crew
* Ensure joining crew have copies of all relevant certificates and submit all required documents before joining their designated ships
* Prepare seafarer's CV and planning to be submitted to client
* Briefing of crew ASI Policies and Procedure.
* Handling incoming & outgoing calls, receiving and sending e-mail correspondence.
* Preparing POEA contracts processing and extensions of contracts for Seamen upon their request.
* Preparing POEA Yearly Deployment reports.
* Preparing POEA monthly reports.
* Handling airlines bookings & tickets arrangement for our crew replacements.
* Handling all kind of correspondence to POEA, PRC, MARINA, TESDA & NTC.
* Preparing embarkation orders to all Masters of our ships.
* Preparing Seaman’s book and Philippine passport application.
* Preparing service records, employment records of our seamen.
* Advising Port Authorities for Loading and Discharging.
* Preparing requirements for application of visas to Korea, Japan, China and Indonesia for our joining officers and crew.
* Preparing requirements for Panama Licenses and Singapore license of our officers and crew.
* Preparing guarantee letter for airport, and advising our agent’s and principal about our crew replacements.
* Filing of all necessary documents.
* Preparing checks and vouchers and payables.
* Preparing monthly family allotments of seamen & scheduled payroll

**Admin Staff – September 01, 2008 – September 28, 2012**

## PSAT - TESDA

Alvear St., Lingayen, Pangasinan, Philippines

***Job Description:***

* Prepares, maintains and updates reports on PPE inventory and listings of accountable properties of TESDA Central Office employees;
* Facilitates the encoding and uploading of purchase requests to the Philippine Government Electronic Procurement System
* Assists in the warehouse maintenance and storage of supplies and materials,
* allocation of supplies and materials, monitoring of stock level, replenishment and distribution of supplies and materials;
* Assists internal staff in the preparation of the Stock Request and Charge Slip and facilitates the release of requested office supplies and other items;
* Assists in the implementation of Quality Management System (QMS) within Procurement Division in compliance with international quality management systems standards; and  Performs other duties as assigned.
* Manage Records
* Maintain physical assets;
* Conducts inventories

**Manning/Crewing Officer /Documentation Officer – March 16, 2000 – August 08, 2008**

***Amaya Shipping, Inc.***

Unit 1104 Pryce Center Bldg. 1179 Chino Roces Ave.

cor. Bagtikan St. Makati City, Philippines

### Dental Secretary – June, 1998 – July, 2000

***De Castro – Chua Dental Clinic***

Rajah Matanda St.

Kalantiaw, Proj. 4, Quezon City, Philippines

**On-the-Job-Training – (500 hrs.) August, 1999 – February, 2000**

***BF Goodrich***

C. Raymundo, Pasig City, Philippines

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| **Personal Informations** | | | | |
| Birth Date | : | February 02, 1981 | | |
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| **Educational Attainment** | | | | |
| College : | | **Computer Secretarial**  **AMA Computer Learning Center**  Panay Ave., Quezon City, Philippines | | Year Graduated: 2000 |
|  | |  | |  |
| Secondary: | | **Pangasinan National High School**  Lingayen, Pangasinan, Philippines | | Year Graduated: 1998 |
| Elementary: | | **Magtaking Elementary School**  Bugallon, Pangasinan, Philippines | | Year Graduated: 1994 |
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