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**JOB EXPERIENCE:**

**SUNRISE IT TECHNOLOGY (E-ERA)
February 03, 2015 - January 25, 2016 POSITION - General Manager(HR & Administrative Matters / Overseeing Accounting Dept. / Operations Matters)**

 **Duties and Responsibilities:**

1. Attends telephone inquiries of Clients & Suppliers 2. Monitoring and Maintain employees contracts3. Monitoring and Maintain Mall admin contacts and other specific needed by the Mall

4. Coordinates overall sales staff needs in the stores

5. Filing of employees leaves / daily attendance

6. Communicates and coordinates with the Kiosk contractors & Mall Administrations

7. Supervise Stores when there is any problem or store needed for supplies and other works

8. Prepares all the Store Memo of Agreement for filing and to Government office as requirement

9. Prepare and filing of Monthly Remittance Return of creditable Income Taxes Withheld (Expanded)

 1601E and Monthly Remittance Return of creditable Income Taxes Withheld on Compensation

 1601C Monthly Value Added Tax Declaration 2550M & Quarterly Value Added Tax Return 2550Q10. Monitor and preparation of yearly store business permit for 34 Mall stores

11. Other Secretarial functions

**WIDEQUEST GENERAL MERCHANDISE
January 2014 - January 2015 POSITION - Marketing Assistant Manager
Duties and Responsibilities:**

1. Attends telephone inquiries of clients2. Solicits new accounts and offered services to acquire new clients3. Monitoring and Maintaining old and new accounts enable to acquire more business

4. Reporting to Head Superior4. Checking all files and update inventory5. Collating rates from various suppliers for proper checking and sending to client’s

6. Assigned in all delivery orders of corrugated cartons and plastics7. In-charge of preparing DR/Sales Invoice and billing for clients8. Prepare and filing of Monthly Remittance Return of creditable Income Taxes Withheld (Expanded) -1601-E and Monthly Remittance Return of creditable Income Taxes Withheld on Compensation 1601-C Monthly Value Added Tax Declaration 2550M & Quarterly Value Added Tax Return 2550Q**JARDINE SHIPPING SERVICES PHILS., INC.
April 30, 2012 – May 22, 2013**
(14 years of Service in the Company)**POSITION - Operations & Marketing Assistant Manager – PORT AGENCY (Assigned at Manila Office)**
**Duties And Responsibilities:**

1. In-charge on all email communications (International & Local Communication)2. Monitoring and Checking of all Supplier’s invoice3. Checking of Supercargo liquidations based on their Cash Advances4. Collating documents for post departure 5. Sending documents to brokers for ship’s spare requirements for vessel operations6. Communicates to Immigration Offices documents needed for crew related matters.7. Preparation of invitation to principal to acquire 9C visa to Immigration Office.8. Other miscellaneous operational task (i.e crew change/processing of permits/Vessel

 Provisions9. Reporting to Head Superior and Principals 10. Processing of Immigrations Waivers 11. Sending BL’s and Bunker Samples to the principals12. Inquire vessel requirements to various suppliers13. Inquire Port Information14. Prepares PDA for principal’s/client’s submission ( Port Disbursement Account)

15. Checking and signed Pro-forma and Final Pro-forma to be submitted to accounts

 dept. for the finalization and submission to principal for payment settlement.16. Sales Call – visit clients at least once or twice a month to have good business

 relationship with them.17. Visit Vsl in Ports to check other requirements of vessel’s Captain and other crews

J**ARDINE SHIPPING SERVICES PHILS., INC.
January 19, 2005 – Oct. 15, 2011**

**POSITION - Marketing Executive / Customer Service**

Duties and Responsibilities -

1. To check weekly Loading Advise of feeder vessel departure & connecting vsls
2. Prepare & Sending Loading Advise to transshipment ports as required by principal
3. To prepare cargo details for shipper/clients for references
4. Preparing Booking Forecast to Principals for their reference to get vessel space 5. Preparing final pro-forma for BL processing of Documentation Department

6. Attends telephone rate inquiries of clients7. Solicits new accounts and offered services to acquire clients8. Monitoring and Maintaining old and new accounts enable to acquire more business

**JARDINE SHIPPING SERVICES PHILS.,INC.
April 1999 – Jan. 18, 2005**
**POSITION - Administrative Assistant /Telephone Operator**
**Duties and Responsibilities:**
1. Participates in administering employee benefits and services, such as vacation and

 sick leave, medical and hospitalization, group insurance, social security, workmen’s

 compensation and others.2. Keeps and maintains personnel roster and provides operating heads with copies as

 required; sees that only duly authorized personnel are allowed to see the personnel

 roster.3. Prepares certification of employment as required by employees concerned or coordinate

 with Payroll Section to comply.4. Receives and sorts of incoming mails, memos, circulars and other related printed

 matters for Administrative Department and distributes same to respective addressees.5. Coordinates with messenger and utility clerk in the effective dispatch of their daily routines.6. Prepares consolidated requests for stock replenishment and issues requested office

 supplies to various users following established procedures.7. Reviews and verifies information or evaluation sheets of canvassing results as

 against supplier’s quotations and prepares purchase requisition complete as to

 correctness of the quantity, description and unit price.

**KEDGES FREIGHT FORWARDERS INC. ( Formerly SYL FORWIRDERS! Inc. ) Oct. 1998 – Dec. 1998**
**POSIION - Customer Service / Booking Coordinator (Reliever )**
**Duties and Responsibilities:**

1. Checking Loading Advise of vessel departure/ Monday ETD /connecting vessel
2. Prepare/Sending Loading advise to transshipment ports to submit report to principal
3. Preparing cargo details for shipper/clients for references
4. Preparing Booking Forecast to Principals for their file and references5. Prepare final pro-forma for BL processing /schedule/rollover advise/actual container arrival6. Attends telephone inquiries & prepare rates request / inquiry for clients file and reference**INCHCAPE SHIPPING SERVIGES PHILS., INC.Sept. 1994 – JULY 08, 1998
POSITION - (Administrative Assistant / Secretary / Customer Service / Logistic Assist. &**

 **Telephone Operator / Accounting Clerk)
 Duties and Responsibilities:**

1. Participate in administering employees benefits and services, such as vacation and

 sick leaves, medical and hospitalization, group insurance. social security and others admin and

 secretarial matters.2. Coordinate with messenger and utility clerk in the efffective dispatch of their daily rosters.

3. Reviews and verifies information or evaluation sheets of canvassing results as against

 supplier’s quotations and to prepare requisition form for completion4. To check weekly loading advise of feeder vessel departure & connecting vsls
5. To prepare cargo details for shipper/clients for references
6. Ensure of providing good container needs by client & check status of containers to depot.

7. Collating all invoices from the suppliers

**ISETANN MALL ( RECTO BRANCH)** November 1993 – May 1994

**POSITION - Sales Lady**
**Dudies and Responsibilaties:**
1. Ensure that all items are clean in the display area.2."Selling of all products and maintain all customers satisfactions.3. In-charge of the inventory of products4. Send monitoring and reports to the superior

**UNIWIDE SALES MALL (SHAW BLVD ORTIGAS BRANCH)** May 1993 – November 1993

**POSITION - Sales Lady/Promodiser**
**Duties and Responsibilities:**
1. Ensure that all items are cleaned in the display area.2. Selling of all products and maintain all customers satisfactions.3. In-charge of the inventory of products**PANAWARE PLASTIC INC. (MALABON CITY)**March 1992 to May 1992 ( Summer Vacation Trainee )

**POSITION - Helper and Machine Operator**
**Duties and Responsibilities:**
1. Ensure that all items are cleaned before we pack in the plastics or in the boxes. 2. After preparation in the designated area, products will bring to the ware house 3. Machine Operator of different plastic bins, bottles

**SKILLS:**

Computer related Jobs ( i.e Microsoft Excel / MS Word )Office Systems (Sun System / Timekeeping / Extranet & Compass System / ISSP System / Container Monitoring Systems / CCNI Compass Sys4emCan operate Electric & Manual typewriter and Fax Machines

**SEMINARS & TRAINING:**

Jardine Shipping Services HONG KONG – January 16, 2013

Philgeps Training – January 25, 2012 / Mandaluyong City

Values Training - Aprin 2011 / Jardine Office at TM Kalaw Ermita, ManilaThe Account Management Toolkit - January 25, 2008 / The Harry Pound CompanyCreative Selling – July 6,2006 / Guthrie JensenGoodwill Techniques on the Telephone – August 28, 1999 / Success StrategiesEffective Telephone Communication – March 14, 1996 / Guthrie Jensen**PERSONAL INFORMATION:**

AGE : 42 Years Old
BITHDATE : January 19, 1974
BIRTH PLACE : Manila
RELIGION : Roman Catholic
NO. OF DEPENDENT : TWO (2)
 **EDUCATIONAL ATTAINMENT:**

VOCATIONAL : POLYTECHNIC UNIVERSITY of the PHILIPPINES

Secretarial Course / 1993
SECONDARY : VALENZUENA MUNICIPAL HIGH SCHOOL Valenzuela City / 1992
PRIMARY : CAYETANO ARELLANO ELEM. SCHOOL Caloocan City / 1988

I hereby certify that the above mentioned information are true and correct to the best of my knowledge and belief.