**First Name of Application CV No 1644684**

Whatsapp Mobile: +971504753686



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**CAREER OBJECTIVE**

To be able to apply my abilities in a progressive company that will develop and use my education, skills and experience, where I can contribute the best I can and will enable me to grow not only professionally but individually as well.

**WORK EXPERIENCE**

* **SHOPPING CENTER MANAGEMENT CORPORATION – SM SUPERMALLS**

SM City Sta. Mesa Administration Office

R. Magsaysay cor. G. Araneta Ave.,

Brgy. Doña Imelda, Quezon City

August 13, 2012 – February 29, 2016

**Secretary, Mall Operations (Promoted to Supervisory Level) – November 2013 to February 29, 2016**

*Job Description:*

* Ensures strict monitoring of information flows and maintenance

(e.g systematic filing of reports, incoming and outgoing documents)

* Ensures accurate and timely feedback of information
* Schedule and coordinate meetings, appointments and interviews
* Responsible in providing clerical and secretarial support to the Division Head
* Supervises all administrative functions in their area of assignment
* Ensures safety and security of documents held in trust by the division and company

**Tenant Relations Assistant, Mall Operations – August 2012 to October 2013**

*Job Description:*

* Ensures the proper implementation and compliance of constructing or renovating tenant within the Company’s existing guidelines and works are completed within specified plans and standards of the mall
* Ensures compliance of mall tenants with company house rules and regulations.
* Assist tenants in resolving construction related problems and issues in coordination with Engineering and Leasing department
* Conducting inspection at tenants’ leased area with Engineering to ensure their compliance to safety before they start operations
* Facilitate the processing of tenants’ temporary and final clearance to operate
* **PASCUAL LABORATORIES INC.**

817 EDSA, South Triangle, Quezon City, Philippines

November 2011 - March 2012

Purchasing Department

On the Job Trainee

*Job Description:*

* Outsourcing of suppliers
* Preparing Purchase Orders for the requesting department
* Help in monitoring of Purchase Requisition Slip (PRS) and Purchase Orders (PO)
* Encoding of Purchase Order for Pascuallab Subsidiary
* Monitoring the requirements of suppliers
* Filing / Checking of Suppliers Profile based on requirements
* **CJC MAINTENANCE COOLING TOWER SERVICES**

Block 1 Lot 1 Garnet Cor. Gertrude Ave. Teremil Subdivision,

Brgy. Mambugan, Antipolo, Rizal

November 2009 - January 2010

Student Trainee

*Job Description:*

* Outsourcing of suppliers
* Filing of Invoice, Bank documents, Billings, Reports
* Monitoring the schedule of staffs
* Encoding of data

**EDUCATIONAL ATTAINMENT**

**COLLEGE : POLYTECHNIC UNIVERSITY OF THE PHILIPPINES**

Sta. Mesa, Manila

Bachelor of Science in Business Administration

Major in Marketing Management

2008 - 2012

**SECONDARY : THE NATIONAL TEACHERS COLLEGE**

629 J. Nepomuceno St., Quiapo, Manila

2004 – 2008

**ELEMENTARY : PADRE MARIANO GOMEZ ELEMENTARY SCHOOL**

1244 P. Guevarra St., Sta.Cruz, Manila

1998 – 2004

**SEMINARS/TRAININGS ATTENDED**

**OFFICE MANAGEMENT**

Supervisory Development Program

MAAX Building,

March 9 to 10, 2015

**FUNDAMENTALS OF SUPERVISION**

Supervisory Development Program

MAAX Building,

May 12 to 13, 2014

**CAMP 7 – 7th Conference of Aspiring Marketing Professionals**

SMX Convention Center, SM Central Business Park Bay City, Pasay City

February 28, 2012

**SKILLS**

* Proficient in both oral and written communication
* **Ability to plan, organize and prioritize work**
* Proficient in Microsoft Office and Open Office Applications
* Basic knowledge in **Systems Applications and Products in Data Processing (SAP)**

**PERSONAL INFORMATION**

Age : 24 years old

Gender : Female

Date of Birth : March 11, 1992

Height : 5’2”

Weight : 114 lbs.

Civil Status : Single

Nationality : Filipino

Religion : Roman Catholic

Language : Filipino and English