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**First Name of Application CV No 1645482**

Whatsapp Mobile: +971504753686



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## Career Objective

To pursue a highly rewarding career in a challenging and healthy work environment that provides generous opportunities for learning, where I can utilize my skills and commitment to excellence.

## Experience (overall 25 Years)

## IT Procurement & Asset Management Administrator – CBI Eastern Anstalt, Dubai UAEDecember 2010 – March 2016

• Administers IT purchases, inventory and management system.
• Updates and administers asset databases, tracking life cycle and warranty validity of all assets.
• Maintains and manages supplier records, service level agreements, software license information
• Receives new equipment/software requests and monitors procurement and deployment activities.
• Verifies financial data (e.g., leased, depreciated or expensed), and monitors and reconciles changes in inventory and performs spot checks to ensure process and system quality.
• Handles application of government licenses for 2-way radio equipments for office and project sites and monitor if renewal still required
• Manages electronic document filing
• Process Purchase Orders and receive invoices in JDE system before forwarding to Accounts
• Coordinates with logistics department on shipping of IT equipments, providing all details required, either by AIR or ROAD transport to ensure smooth process of customs clearance.
• Assist Facilities Department with regards approval process of Capital Asset Requests for printers and issuance of company phones

• Assists in reimaging of computers for deployment to users
• Contributes to team effort by accomplishing related tasks as needed

**HR Assistant** – CBI Eastern Anstalt, Doha Qatar
February 2009 - October 2010

Performs a variety of clerical, recruitment and administrative duties as follows:
• Types correspondence, memos and other materials; arranges format and contents for effective presentation of information; revises and drafts forms as needed
• Establishes and maintains computer records, including recruitment files and tests, general files and other information on sick leave, payroll, vacation pay and attendance records

• Maintains confidentiality of employee records
• Performs office services such as filing of documents, duplication, stocking of supplies and monitoring of equipment
• Maintains an accurate employee telephone list
• Performs other administrative duties as may be required from time to time

## Secretary/Receptionist – CBI Eastern Anstalt, Doha QatarAugust 2004 - January 2009

• Answer phone calls and represents the company in a professional and businesslike manner
• Handles all official company correspondences (typing, scanning, distribution and filing)
• Handles receipt and distribution of company correspondences/mails whether by fax, post or courier by ascertaining the right addressee
• Maintains a record/logbook of all incoming and outgoing documents/transactions in a chronological sequence (tracks, registers, sorts, distributes and files correspondences accordingly)
• Handles travel and hotel bookings for the immediate supervisor
• Handles monitoring of supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies.
• Ensures operation of equipment by completing preventive maintenance requirements; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques.
• Handles all other administrative functions necessary to ensure the smooth running of the office

## Bank Teller – Land Bank of the Philippines, Makati City PhilippinesFebruary 1993 - October 2001

• Handle all types of over-the-counter transactions including door to door delivery of payroll to government agencies
• Accept and process deposits, remittances, withdrawals and encashment of checks
• Handles document and signature verification for withdrawals and check encashments as well as for opening of accounts
• Supervise co-tellers to systematize the services provided especially during peak days to ensure smooth, fast and efficient customer service
• Respond to customer enquiries and referring them to the appropriate supervisory individuals for further assistance
• Maintain and balance a cash drawer daily
• Performs a quick audit of transactions daily prior to handing over of documents and cash to the Cashier
• Acts as Cashier-In-Charge in the absence of Bank Cashier
• Prepare management reports for various remittances received
• Handle other intervening functions such as Branch Timekeeper, Document Examiner and Petty Cash Custodian
• Generate deposits for the branch
• Maintain orderliness and cleanliness of the teller’s area

## Secretary/Clerk – Land Bank of the Philippines, Makati City PhilippinesMarch 1991 - February 1993

• Answers and places telephone calls for the immediate supervisor
• Records appointments and meetings for the immediate supervisor
• Prepares materials needed for the appointments/meetings/conferences, if any
• Processes incoming/outgoing communications/documents ascertaining right addressee and attachments, if any
• Types communications/memos (internal and external)
• Prepares and liquidates TO/PO of the immediate supervisor
• Reproduces data/documents needed by the immediate supervisor
• Maintains files of presentation materials properly and systematically for easy retrieval
• Prepares and submits management reports on time

## Education

## Bachelor's degree / Accounting

School: St Paul College
Location: Quezon City Philippines
Completion Date: March 1988

## Training and Certifications

### c/o CBI Eastern Anstalt – Dubai, UAE22 - 24 Nov 2015 Financial Awareness for the Non-Financial Person

### c/o LandBank of the Philippines27 February 1998 Briefing on Timekeeping & Decentralization of Leave Credits Computation

### c/o LandBank of the Philippines25 - 27 Mar 1996 Service Plus: Beyond Customer's Expectations

### c/o LandBank of the Philippines26 - 27 Apr 1995 Counterfeit Detection & Familiarization of 3rd Currencies

### c/o LandBank of the Philippines19 - 20 Nov 1994 Customer Relations Program

### c/o LandBank of the Philippines1 - 2 May 1993 Bank Fraud & Forgery Detection

### c/o LandBank of the Philippines26 September 1992 Counterfeit Detection on Peso and Dollar

### c/o LandBank of the Philippines7 December 1991 Records Management Workshop

## Personal Information

Birth Date: 19 January 1968

Gender: Female

Nationality: Philippines

Marital Status: Annulled