**First Name of Application CV No 1649772**

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**Objective:**

Seeking a suitable position in office administration or secretarial where I can use my skills and expand my experience with a chance of advancement

**Skills:**

* Working multi-tasks assignments, balancing transactions, feedback updates
* Auditing OIC report, export transactions, verify master list, analyzing reports
* Computer-literate in programming: MS Word, MS Excel,Networking, Micro Station

(lot map digitize,map contour text)

* Table Settings,demonstrated live working of items,maintained sales records
* Food cost auditing for inventory control

**Country of Work Experience:**

* **JUBAIL,DAMMAM,MODA RIYADH Kingdom of Saudi Arabia, Philippines**

**Work Experience:**

**WareHouse Inventory Controller/Food Cost Audit/StoreKeeper/Data Entry Analyst Operator Accounts Payable/StoreKeeper/Stockman/Checker (January 8,2015 – January 06,2016)**

**ARC-RC Cola Corporation Corporate Office**

#84 Solmac bldg., Dapitan st.corner Banawe st., Quezon City

* Data entry and make sure they enter all stocks order in correctly.
  + Develop and maintain a good relationship with suppliers.
  + Daily records monitoring.
  + Monitor updates based on invoices, purchased order.
  + Make daily report according to all superiors
  + Input account payables

**Secretary/Data Entry Operator/Admin Assistant/StoreKeeper/Receiving,Request Materials,Checker,Inventory,Document Controller (August 13,2011 – December 10,2014)**

**MODA (Ministry of Defense Aviation) BABCOCK BORSIG ARABIA, PETROKEMYA**

Corner Sulai, Exit18 Baladiyah Road, **Riyadh,Kingdom of Saudi Arabia**.

* + Maintain office supplies requirements and other related job.
  + Maintain an inventory records and documentation on all transaction.
  + Daily records monitoring.
  + Preparation of daily timesheet and encoding of actual received invoices.
  + Responsible for receiving material.
  + Responsible for purchased request of materials.
  + Daily monitoring of fast moving and slow moving materials.
  + Data entry and make sure they enter all stocks order in correctly.
  + Monitor updates based on invoices, purchased order.
  + Ensure that items meet our standard and as per industries requirements.
  + Develop and maintain a good relationship with suppliers.
  + Handling tele-conversations.

**Data Entry /Assistant OIC/Checker/Cash Custodian**/**Processor (July 15, 2008 – April 28,2011)**

**Gemini Exchange International (Solid Express Courier)**

Road 3, No.8 Project 6, QC.

* Monitoring of inward and outward transaction.
* Prepares daily pending report to monitor the pending transaction.
* Prepares debit authority report and attend to inquiries of customers.
* Feedback the delivered and undelivered transactions.
* Update the delivered transaction to the master list.
* Sending delivered and pending report to the principals.
* Monitoring attendance of officers, messengers and staffs.
* Preparing summary of attendance of officers, messengers and staffs to be submitted to our payroll auditor.
* Downloading and processing of transaction, filling of document.
* Balancing of transaction according to the amount or confirmation given.
* Answering phone calls and inquiries. Balancing given funds to transaction funding.
* Monitoring pending transaction in vault, safekeeping pending transaction.

**Educational Bakground:**

Tertiary: AMA Computer Learning CenterSY 2001 - 2003

Course: Computer System Design Programming

Secondary:Krus na Ligas High School Quezon CitySY 1997 - 2001

U.P Diliman Quezon City

Primary: Mariano Ponce Elementary School SY 1991 - 1997

Sta.Cruz Manila

**Personal Data:**

**Date of Birth**: September 22, 1984

**Place of Birth:** Manila

**Marital Status:** Married

**Religion:** Roman Catholic

**Citizenship:** Filipino

**Trainings/Seminars Attended:**

* **Scholarship and Youth Development Program(January 2003)**
* **Electronic Assembly/Soldering/Korean Language Training (July 2004)**
* **Multi-tasks work in computer(August 2005)**
* **Food Cost Analyst, Food Serving in Fine Dining and Catering Services**

**(December 2007)**