**CAREER OBJECTIVE**

To obtain a full-time position in a dynamic and progressive company where I can contribute and utilize my strong sense of responsibility, absolute commitment to work deadlines, and positive attitude towards work and fellowmen.

**SUMMARY OF SKILLS**

* Administrative, Office Management, Sales, Marketing and Customer Service Skills
* Knowledgeable on using SAP and ERIC Software.
* Have great analytical skills; Knowledgeable in Bookkeeping and Accounting
* Communication with individuals at all levels of organization
* Arrangements of Meetings and Presentations
* Computer Literate: Proficient in using Microsoft Office Application (i.e. Word, Excel, PowerPoint, Visio and Exchange) and Internet as research tools
* People oriented, adaptive to work, can work effective and efficient under pressure, with or without supervision.

**WORK EXPERIENCE**

**Administrative Assistant**

TECHNOLOGIES INC.

May 2015 to January 2016

* Perform routine clerical and administrative functions such as drafting correspondence, scheduling appointments, organizing and maintaining paper and electronic files, or providing information to callers.
* Monitor supplies, gas purchase order, car and repair maintenance.
* Update daily monitoring of utility expense and car bidding using ERIC system.
* Open, read, route, and distribute incoming mail and other material, and prepare answers to routine letters. Schedule and confirm appointments for clients, customers, or supervisors.
* Arrange conferences, meetings, and travel reservations for office personnel. Complete forms in accordance with company procedures.
* Set up and maintain paper and electronic filing systems for records, correspondence, and other material. Collect and disburse funds from cash accounts, and keep records of collections and disbursements. Conduct searches to find needed information, using such sources as the Internet.
* Manage projects, and contribute to committee and team work. Coordinate conferences and meetings
* Operate electronic mail systems and coordinate the flow of information both internally and with other organizations.
* Provide services to customers, such as order placement and account information.
* Review work done by others to check for correct spelling and grammar, ensure that company format policies are followed, and recommend revisions.
* Supervise other clerical staff, and provide training and orientation to new staff
* Operate office equipment such as fax machines, copiers, and phone systems, and use computers for spreadsheet, word processing, database management, and other applications.

**Marketing Analyst**

On the Job Training

Commercial Fuels and Lubes and Retail Department

PTT PHILIPPINES CORPORATION

November 2014-February 2015

* Record and monitor the volumes and prices of items using SAP.
* Provide assistance on performing research and providing insight regarding the market, trends, competitors, potential and existing customers.
* Update the records of delivery receipts, sales invoice and miscellaneous expenses on SAP
* Monitor and anticipate the rate of sale for each type of lubricant product offered
* Prepare inventory reports and perform physical cycle counts
* Oversee the level of incoming products and ensure that it stays balance with outgoing
* Monitor the arrival of internationally shipped products and ensure that its timely delivery
* Compose, type, and distribute meeting notes, routine correspondence, and reports.
* Perform routine clerical and administrative functions such as drafting correspondence, scheduling appointments, organizing and maintaining paper and electronic files, or providing information to callers.

**Medical Representative – Free Clinician**

Pharex Health Corporation

April 2013-October 2013

**Sales &Office Staff**

Part-time job

Limars Woodcraft and Glass Supply

Lipa City PH

April 2010 – March 2013

**EDUCATIONAL BACKGROUND & ACHIEVEMENT**

**BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION**

**MAJOR IN MARKETING MANAGEMENT**

De La Salle –Philippines

Graduated March 2015

**CERTIFICATE IN ENTREPRENEURSHIP**

De La Salle –Philippines

Graduated March 2012

**SEMINARS AND TRAINING**

**Doing Business in Free Trade Areas (DBFTA) 1: Market Approach**

November 25, 2011/Maria Teresa Yuchengco Auditorium, De La Salle University, Manila

**CBEAM Lecture Series**

February 9, 2012/De La Salle Lipa Mabini Building Amphitheater

**Technological Innovation and Entrepreneurship**

October 1, 2013/De La Salle Lipa City, PH

**Seminar on Creativity and Innovation in Organizations**

February 1, 2014/De La Salle Lipa LIRD Lounge, Lipa City PH

**Competitive Service: Improvement and Knowledge Generation**

February 3, 2014/De La Salle Lipa Diokno Auditorium, Lipa City PH

**4th Regional Marketing & Public Relations Congress**

“Marketing and PR: The Journey in Making a Legacy”

February 7, 2014/De La Salle Lipa City PH

**1ST Regional Marketing and Public Relation Congress**

January 29, 2011/ Lipa City PH

**1ST Young Entrepreneurs’ Forum**

July 25-29, 2011/ De La Salle Lipa and Cinema 3 Fiesta World Mall Lipa City

**PERSONAL BACKGROUND**

Birth date: March 07, 1994

Birthplace: Philippines

Marital Status: Single

Visa Status: Visit Visa

**First Name of Application CV No:** **1655760**

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