**OBJECTIVE**



To join a professional organization wherein I can share and make use of the vast knowledge, skills and experiences that I gained from my previous employment.

**PROFESSIONAL QUALIFICATION**

Professional : COMPUTER SCIENCE

School : MCN Computer College, Philippines

Date of Completion : December 1992

Government Licensure : Civil Service Eligibility

Professional License

DATA ENCODER (NCI) TESDA with Certificate of Competency

**POSITION DESIRED:**

* Storekeeper/Assistant Storekeeper
* Logistics Coordinator
* Technical Clerk

**CAREER SUMMARY:**

My experience of 25 years working in Government and Private organization as Data Encoder, Accounting Clerk, Secretary and Logistics, makes me capable and able person to handle all types of field in Computer operations, Secretarial, Administration, Accounting & Logistics.

During my academic/professional career, I have invariably interacted with various personalities of high academic caliber and successfully executed several independent assignments as a part of my course/job. This has given me confidence and strength to face any challenging situation with competence and diligence. With this confidence and capability, I presume to work for a reputed and professional organization like yours, for the post applied for.

**WORK EXPERIENCE:**

**Logistics Coordinator/Sales Clerk**

**Union Gulf Services LLC.**

**Abu Dhabi, United Arab Emirates**

**February 2004 to Present**

**Duties & Responsibilities**

* Clearing Air Shipment & Sea Shipment.
* Preparing Duty Exemption Letter for Shipment Clearances.
* Receiving material: Receive the material from the supplier. At the time of receipt of material, Checking and identifying the materials according to the Part Number as per Purchase Order required & specification.
* Arranging materials: The materials received will arrange in a proper manner. Bins will be allotted to each and every item.
* Recording: as a duty of the store keeper I will record the receipt and issue of material in the respective bin card regularly. It will indicate the quantity of stock held by the store every time. For recording, and maintains store ledger and bin cards.
* Issue of material: In-charge of issuing the material as per the requisition of the production.
* Preparing/Typing Delivery Order.
* Arranging Pick-up and Forklift for Loading and Offloading of Materials.
* Preparing Labels, Tags and Stickers for Materials ready for delivery.
* Delivering Materials to Government like: (ADNOC, NDC-National Drilling Co, ZADCO, ADGAS, ADMA-OPCO, TAKREER, GASCO, ADCO, IRSHAD and other government and Private Companies).
* Preparing Invoices after Deliveries.
* In charge on Storekeeping.
* In charge on issuing of Materials.
* In charge on Inventory of stocks.
* Encoding Data, Typing/Preparing Quotations, Making Quotations, Follow-up status of Materials to the Agents, Follow-up Payments & Collecting payments to Vendors.
* Maintaining the Status/Controls of Purchase Orders according to the Due Dates of delivery to vendors to avoid overdue and demurrage charges thru ACCESS PROGRAMING & EXCEL.
* Controlling Records using the Access Programming like: INVOICES-ready to give updates for Accounts needs, PURCHASE ORDERS - ready to give updates to the Sales Department for their Dues of Material Delivery on or before the delivery date.
* Maintaining Controls for the status of PURCHASE ORDERS either Complete or Partial Delivery done and for the INVOICES weather the status is CLOSED.

**Data Entry Operator/Billing Clerk**

**National Irrigation Administration**

**Dummun River Irrigation System - Philippines**

**December 1998 to February 2004**

**Duties & Responsibilities**

* Encode various information requirements and reports needed by the different departments like contemporary letters to clients, engineering requirements, Program of Works, material cost estimates, billings, material status of various projects, purchase reports, material variance reports and etc.
* Preparing Bills & Statement of Accounts.
* Responsible for the repairs and maintenance of hardware/softwares. Propose options for repairs incase could no longer fix the defect.
* Keeping Incoming and Outgoing memo and taking radio messages.
* Performing other encoding jobs as requested.

**Accounting Clerk/Secretary**

**Daytime Multi-Purpose Cooperative Inc.**

**Philippines**

**January 1993 to December 1998**

**Duties & Responsibilities**

* Encoding Data, Recording/Bookkeeping, Taking minutes of the BOD meeting, Preparing Statement of Accounts of members/borrowers. Distributing Net Surplus to members.
* Assisting the Bookkeeper in preparing Financial Statement,
* Corporate Collector

**Data Entry Operator**

**Local Government Unit – (Municipal Hall)**

**January 1992 to December 1992**

**Philippines**

**Duties & Responsibilities**

* Encoding Data/Reports, Filing, Binding.
* Performing other encoding jobs as requested.

**PERSONAL APPRAISAL**

Sincere and Honest

Hard Working

Quick Learner

**I.T AND COMPUTER EXPERTISE:**

* Microsoft Office: Having good knowledge & experience on Microsoft Word, Microsoft Excel, Microsoft Access, and Power Point & Microsoft Outlook.
* Keeping knowledge & experience on Hardware Utility, Internet, PC Assembly, PC Networking, Adobe Photo Shop, Repairing Document/Editing.

**PROFESSIONAL SKILLS AND TRAININGS**

**Accounting For None-Accountant**

Filipino Digerati Association Phil. Embassy, Dubai, U.A.E

**Access Programming – Outstanding Graduate Award**

Filipino Digerati Association Phil. Embassy, Dubai, U.A.E

**MS Excel Superior**

Filipino Digerati Association Phil. Embassy, Dubai, U.A.E

**PC Assembly Course**

Philippine Embassy, Abu Dhabi, U.A.E

**Personal Computer Networking Course**

Philippine Embassy, Abu Dhabi, U.A.E

**Graphics Design Course**

Philippine Embassy, Abu Dhabi, U.A.E

**Cooperative Book keeping & Accounting**

Land Bank of the Philippines and Cooperative Development Authority

**WINDOWS/MSWORD/EXCEL/POWER POINT**

MCN Computer College (Philippines)

**ISF Computerized Billing**

National Irrigation Administration (Philippines)

**Electronic File Exchange Program**

Government Service Insurance system (Philippines)