MARLOWE

**OBJECTIVE:** To succeed in an environment of growth and excellence and earn a job which provides me job satisfaction and self-development and help me achieve personal as well as organizational goals.

**SKILLS:**

* Ability to work under pressure with less supervision.
* Ability to Follow Directions and to Work Independently with Accuracy.
* Flexibility, Initiatives, Meeting Deadlines and Time management.
* Proficient in Microsoft Office Applications, specifically MS Word and Excel
* Motivated, Multitasking, Problem Solving and Energetic.
* Record Keeping, Scheduling, Self Confidence, Self-Directed and Teamwork.
* **EMPLOYMENT RECORD**

**Nov., 2013 - Sept., 2014 - PHILHEALTH OFFICER & DATA ENCODER**

Eastern Sun Medical & Diagnostic Center

Medical Benefits Section

Siocon, Zamboanga del Norte Philippines

**Job Description:**

* Enters various pieces of information in the mainframe and other kinds of data processing equipment.
* Always gives an informative data and works under pressure in order to deliver fast and accurate information.
* Giving the best services through expertise in encoding.
* Update and file patient's medical records.
* Verified records at Philhealth Insurance website.
* Make formatted forms and print for the Hospital used of day to day operation.
* Generate reports and other documents.

**July, 2013 - Oct., 2013 - EXECUTIVE ASSISTANT** **to CEO**

Sunrise Group of Companies

Siocon, Zamboanga del Norte Philippines

**Job Description:**

* Prepare and encode the important reminders of the President of the company.
* Cataloging and disseminate information to the staff and personnel of the company.
* Screening and prioritizing mails and phone calls.
* Prepare materials used for executive presentation and make travel arrangements.
* To organize and maintain important files, papers, and digital media for safeguarding confidential information.
* Arranged schedule of meetings of the President with the company's top-level management.
* Traveled to other city with the President of the company for important meetings and seminars.
* Remind the president about the important itinerary of the day.

**Feb. 20, 2012 - June, 2013 - PRIVATE SECRETARY to MUN. MAYOR**

Local Government Unit, Office of the Municipal Mayor

Siocon, Zamboanga del Norte Philippines

**EXECUTIVE ASSISTANT** **to CEO (Night Shift)**

Sunrise Group of Companies

Siocon, Zamboanga del Norte Philippines

**Job Description:**

* Assist the Local Chief Executives in his performance in the management field and help to achieve maximum efficiency in the institution.
* Handle correspondence, deal with visitors, and arrange bookings and appointments on behalf of the Local Chief Executive.
* Handle clients' schedules, set appointments for meetings, business trips, interviews and vacations.
* Use calendar-based planners to manage clients’ schedules.
* Communicate with others to confirm or cancel meetings and other scheduled events.
* Plan trips, which requires to book reservations for flights, rental vehicles and hotels.

**May 23, 2011-Feb. 19, 2012 - ACCOUNTING CLERK & DATA ENCODER**

**DETAILED AS PRIVATE SECRETARY TO MUN. MAYOR**

Local Government Unit, Office of the Municipal Mayor

Siocon, Zamboanga del Norte Philippines

**- EXECUTIVE ASSISTANT** **to CEO (Night Shift)**

Sunrise Group of Companies

Siocon, Zamboanga del Norte Philippines

**Job Description:**

* Assist the Local Chief Executives in his performance in the management field and help to achieve maximum efficiency in the institution.
* Handle correspondence, deal with visitors, and arrange bookings and appointments on behalf of the Local Chief Executive.
* Handle clients' schedules, set appointments for meetings, business trips, interviews and vacations.
* Use calendar-based planners to manage clients’ schedules.
* Communicate with others to confirm or cancel meetings and other scheduled events.
* Plan trips, which requires to book reservations for flights, rental vehicles and hotels.

**Jan., 2011-May 22, 2011 - ACCOUNTING CLERK & DATA ENCODER**

Local Government Unit, Municipal Accountant Office

Siocon, Zamboanga del Norte Philippines

**- ACCOUNT EXECUTIVE** @ Sunrise Bakery (Night Shift) **- ACCOUNT EXECUTIVE** @ Aquasoft Water Refilling Station (Night Shift) Sunrise Group of Companies

Siocon, Zamboanga del Norte

**Job Description:**

* Perform accounting and clerical functions to support the Municipal Accountant and Staff & Personnel of the Municipal Accountants Office.
* Research, track, and resolve accounting problems.
* Compile and sort Journal Entry Vouchers and Checks.
* Developed and manage quarterly and annual budget.
* Monitor the operation and cash flow of the department manager.
* Oversee monthly and quarterly assessments of the Manager and personnel.
* Reconciling monthly reports and generating year-end reports.

**Apr., 2010 - Dec.,2010 - HRMO**

**MANAGER** @ Sunrise Bakery

**MANAGER** @ Aquasoft Water Refilling Station

Sunrise Group of Companies

Siocon, Zamboanga del Norte Philippines 7120

**Job Description:**

**MANAGER**

* Responsible for meeting the sales targets of the organization through effective planning and budgeting.
* Strategies and techniques necessary for achieving the sales targets.
* Map potential customers and generate leads for the organization.
* Responsible for brand promotion.
* Motivating team members.
* Ensure the team is delivering desired results.
* Maintaining and improving relationships with the client.

**HR**

* Helping draw up plans for future personnel needs
* Recruiting
* [Providing staff training and development](http://www.totaljobs.com/careers-advice/job-profile/HR-jobs/training-and-development-manager-job-description)
* Operating pay and benefits policies
* Counselling staff about any problems they may have, either at work or personally
* Oversee employee services such as [health and safety](http://www.totaljobs.com/careers-advice/money-and-legal/health-and-safety-at-work) as well as sports and social facilities.

**Aug., 2009 - March,2010 - HRMO**

**MANAGER** @ Sunrise Tsibugan sa Terminal Restaurant **MANAGER** @ Sunrise Barbershop and Salon

**MANAGER** @ Sunrise Loading Center

Sunrise Group of Companies

Siocon, Zamboanga del Norte Philippines

**Job Description:**

**MANAGER**

* Responsible for meeting the sales targets of the organization through effective planning and budgeting.
* Strategies and techniques necessary for achieving the sales targets.
* Map potential customers and generate leads for the organization.
* Responsible for brand promotion.
* Motivating team members.
* Ensure the team is delivering desired results.
* Maintaining and improving relationships with the client.

**HR**

* Helping draw up plans for future personnel needs
* Recruiting
* [Providing staff training and development](http://www.totaljobs.com/careers-advice/job-profile/HR-jobs/training-and-development-manager-job-description)
* Operating pay and benefits policies
* Counselling staff about any problems they may have, either at work or personally
* Oversee employee services such as [health and safety](http://www.totaljobs.com/careers-advice/money-and-legal/health-and-safety-at-work) as well as sports and social facilities

**October 2008 – July 2009 - HRMO and OIC, BOOK KEEPER**

Sunrise Group of Companies

Siocon, Zamboanga del Norte Philippines 7120

**HR**

* Helping draw up plans for future personnel needs
* Recruiting
* [Providing staff training and development](http://www.totaljobs.com/careers-advice/job-profile/HR-jobs/training-and-development-manager-job-description)
* Operating pay and benefits policies
* Counselling staff about any problems they may have, either at work or personally
* Oversee employee services such as [health and safety](http://www.totaljobs.com/careers-advice/money-and-legal/health-and-safety-at-work) as well as sports and social facilities

**BOOK KEEPER OIC**

* Review the system of account for financial transactions by establishing a chart of accounts, defining bookkeeping policies and procedures.
* Review subsidiary accounts by verifying, allocating, and posting transactions.
* Balances subsidiary accounts by reconciling entries.
* Maintains general ledger by transferring subsidiary account summaries.
* Review the general ledger by preparing a trial balance; reconciling entries.
* Maintains historical records by filing documents.
* Prepares financial reports by collecting, analyzing, and summarizing account information and trends.

**March, 2008 - Sept.,2008 - CASHIER**

SGC, Siocon Shell Station

Siocon, Zamboanga del Norte Philippines 7120

**Job Description:**

* Greet the customers entering into establishment.
* Handling all the cash transaction of an organization.
* Receive payment by cash, cheques, etc.
* Checking daily cash accounts.
* Guiding and solving queries of customer.
* Providing training and assistance to new joined cashier.
* Reconciling cash and gasoline station sales.

**Nov., 2007 - Feb.,2008 - SALES CLERK**

**SGC,** Sunrise Hardware & Construction Supply

Siocon, Zamboanga del Norte Philippines 7120

- **COMPANY'S PURCHASER**

Sunrise Group of Companies

Siocon, Zamboanga del Norte Philippines 7120

**Job Description:**

**Sales Clerk**

* Sets up advertising displays or arranges merchandise on counters or tables to promote sales.
* Stamps, marks, or tags price on merchandise.
* Answers customer's questions concerning location, price, and use of merchandise.
* Totals price and tax on merchandise purchased by customer, using paper and pencil, cash register, or calculator, to determine bill.
* Accepts payment and makes change.
* Wraps or bags merchandise for customers.
* Cleans shelves, counters, or tables.
* Keep record of sales, prepare inventory of stock, and order merchandise.

**Purchaser:**

* Purchased all office and store supplies, office equipment, Stocks, Office maintenance supply etc.
* Does other job as directed by the General Manager.

**Oct., 2006 - Oct.,2007 - ACCOUNTING CLERK & DATA ENCODER**

Local Government Unit, Municipal Accountant Office

Siocon, Zamboanga del Norte Philippines 7120

**Job Description:**

* Perform accounting and clerical functions to support the Municipal Accountant and Staff & Personnel of the Municipal Accountants Office.
* Research, track, and resolve accounting problems.
* Compile and sort Journal Entry Vouchers and Checks.
* Does other jobs as instructed by the Heads of Office.

* **TRAININGS:**

**November 5-7, 2012 - INCIDENT COMMAND SYSTEM (ICS)**

Dakak Park and Beach Resort

Dapitan City

* **EDUCATION:**

GRADE SCHOOL - **BLISS ELEMENTARY SCHOOL**

Siocon, Zamboanga del Norte

1993

HIGH SCHOOL - **JOSE RIZAL MEMORIAL STATE COLLEGE**

Siocon, Zamboanga del Norte

1997

COLLEGE - **UNIVERSIDAD DE ZAMBOANGA**

Zamboanga City

2002

* **PERSONAL INFORMATION:**

Birth Date : September 22, 1980

Status : Single

Height : 5’4”

Weight : 70 kg

Nationality : Filipino

Religion : Islam

Languages Spoken : English, Filipino, Cebuano, Chavacano, Maguindanaon, Tausug

**Job Seeker First Name / CV No: 1717164**

[Click to send CV No & get contact details of candidate](http://www.gulfjobseeker.com/feedback/submit_fb_em.php)

