**Cover Letter**

**BRENDA.290829@2freemail.com**

**Respected Sir /Madam,**

I am writing to express my interest in working in an organization wherein I can put into practice my acquired skills and experience to contribute on the success of the organization.

**Summary Experience:**

 5 Years above Experience in Manufacturing Company in the Philippines and 1 year above Experience in trading company in United Arab Emirates.

* **Account Assistant cum Secretary**
* **Human Resource Personnel**
* **International Organization for Standardization (ISO Officer)**
* **Quality Assurance**
* **Secretary cum Receptionist**

**Can contribute your organization from my following key strength:**

* Computer Literate: Know Basic Microsoft Word, Microsoft Excel, Power Point, Visual Basic, Microsoft Access ERP & SAP application and Microsoft Outlook.
* Can do clerical functions.
* Team player, Fast Learner, Hardworking, Flexible, Initiative, Enthusiasm and trustworthy.
* Have strong determination and earnest desire to work hard.
* Have willingness to sacrifice and learn if any for the success of the company.
* Have Leadership Skills and ability to handle pressure and meet the deadlines.
* Ability to communicate effectively in multi-cultural environment and with all levels

of management.

I firmly believe that my education and experience would add significant contribution against any challenging role in any organization I will work in.

To further acquaint you with the specific of my back ground, I am closing my resume.

****

**BRENDA**

**Objective:**

To be able to improve and enhance my ability and skills for a competitive market, interacting with the best companies, and to be exposed through skills. I believe that giving my best with a mix of my knowledge actual experience and customer service relations can go a long way to profit the company and me.

**Special Skills and Personal Strengths:**

* Computer Literate: Know Basic Microsoft Word, Microsoft Excel, Power Point, Visual Basic, Microsoft Access ERP & SAP application and Microsoft Outlook.
* Can do clerical functions.
* Team player, Fast Learner, Hardworking, Flexible, Initiative, Enthusiasm and Trustworthy.
* Have strong determination and earnest desire to work hard.
* Have willingness to sacrifice and learn if any for the success of the company. Possess good communication skills.
* Ability to work under pressure with or without supervision
* Optimistic and always looking for solutions.
* Responsible dependable and organized.
* Able to remain calm and relaxed under pressure.

**Work Experience:**

March 2, 2015- Present **Al Awatif General Trading**

 **Account Assistant cum Secretary**

* Reconciling finance accounts.
* Credit control
* Preparing statutory accounts.
* Sales order processing.
* Managing post and outs.
* Handling and writing cheques.
* Receiving and processing all invoices.
* Managing the expenses form and request for the payments.

September 2013- October 2014 **MMA Competent Manpower and General**

 **Services Inc. (Assigned at Dong – In Entech K1 Inc.)**

 **Human Resources Coordinator**

* Responsible in Recruiting Manpower in our Client.
* Leading the Evaluation of our Employees.
* Provide training for staff and new employees.
* Responsible for the Orientation of the new employees.
* Monitor the daily manpower of the production Preparing Daily, Monthly Manpower Reports as well as annual reports.
* Preparing all the forms and documents needed by the Human Resources Department.
* Responsible for the Human Resources Matter.
* Responsible in monitoring the files and documents of our employees.
* Responsible in handling the complaints Audit.
* Monitoring the working hours of our employees.

September 2012- July 2013 **Kirubai Carton Packaging and Metal Fabrication**

 **ISO (International Organization for Standardization) Officer**

* Monitoring the resource requirements.
* Ensuring that the company meets all statutory and regulatory requirements.
* In charge in marketing activities.
* Handling customer inquiries and complaints.
* Reviewing the requirements of the customers.
* Sending quotations to the enquiries received.
* Responsible to overall operations of the company.
* Member of the management review.
* Responsible in Identifying Training needs and requirement of resources.
* Monitoring of recruitment of new employees.
* Responsible in conducting internal Quality audit at regular intervals.
* Responsible for documents and records control.
* Responsible in approval of all quality management system related documents.
* Responsible in raising purchase order from the approved suppliers list and subsequent approval from director.

**Education attainment:**

2007-2011 Polytechnic University of the Philippines (Bataan Branch)

 Freeport Area of Bataan, Philippines

 **Bachelor of Science in Entrepreneurial Management (Graduate)**

**Personal Background:**

Nationality : Filipino

Birth date : September 26, 1986

Civil Status : Single

Gender : Female

Religion : Latter Day Saint

Language : Filipino, English

I hereby certify the above information is true and correct to the extent of my knowledge and belief.