**RUBY**

**ruby.295309@2freemail.com**

# Objective

**To obtain any position in your organization wherein I can utilize and develop my skills and expertise to contribute for the growth and progress of your organization.**

**Education**

**MARCH 2003**

**BACHELOR OF SCIENCE IN COMPUTER SCIENCE**

**UNIVERSITY OF THE VISAYAS**

**GRADUATED AS CUM LAUDE**

**Experience**

**JULY 2016 – TILL DATE**

**ADMIN ASSISTANT**

**MIDDLE EAST INSULATION LLC**

**Duties and Responsibilities**

* In-charge of boarding of new joiners including job offer, collecting documents and visa processing;
* Coordinating employees for visa medical;
* Maintaining and updating of employees files;
* Monitoring employee’s labor contract and visa validity;
* In-charge of weekly and monthly reports;
* Monitoring of vehicle repair work orders;
* Assisting payroll works;
* Opening employees bank accounts;
* Purchase and internal indents in Navision;
* Online gate pass application of site employees.

**2011- JANUARY 2016**

**BRANCH MANAGER**

**MLHUILLIER PHILIPPINES, INC.**

**Duties and Responsibilities**

* Overall in-charge on the business operations in the branch
* in-charge on monthly financial reports
* responsible in cash management in the branch
* responsible in branch safety and security measures
* conducted orientation to newly hired staffs
* responsible in branch cleanliness and orderliness
* conducted cross-self auditing in other branches
* checked and appraised pawned jewelries
* changed dollar currency to peso.

**2007-2011**

**ASSISTANT BRANCH MANAGER**

**MLHUILLIER PHILIPPINES, INC.**

**Duties and Responsibilities**

* assumes the responsibility of the branch manager in her/his absence

**2005-2007**

**TELLER**

**MLHUILLIER PHILIPPINES, INC.**

**Duties and Responsibilities**

* front liner ambassadors
* catered customer’s transactions especially on money remittance services

**JUNE 2004-SEPTEMBER 2005**

**PRODUCTION ASSOCIATE**

**INNODATA XML FACTORY, INC**

**Duties and Responsibilities**

* formatted the information on the books and feed online

**2001-2004**

**CASHIER**

**KIOSK 8 BALL & GRILL STATION**

**Duties and Responsibilities**

* giving monthly reports to the owner;
* receiving and disbursing money in establishments

**DECEMBER 1997-APRIL 1998**

**PRODUCTION WORKER**

**CEBU MITSUMI, INC**

**Duties and Responsibilities**

* machine operator

**Seminars & Trainings**

* **BASIC JEWELRY-WATCH APPRAISAL SEMINAR**

ML Conference Room

Borromeo St., Cebu City

December 2006

* **WORK ATTITUDE & CUSTOMER SERVICE SEMINAR**

ML Conference Hall 2

P. Del Rosario St., Cebu City

January 2008

* **REFRESHER COURSE ON JEWELRY-WATCH APPRAISAL**

ML Conference Hall

P. Del Rosario St., Cebu City

January 2008

**Skills & Strengths**

● Proficient in MS application

● Can work with less supervision

● Quick learner

● Flexible

# I hereby certify that above informations are true and correct to the best of my knowledge.

# RUBY

# APPLICANT