**MARICRIS M. CARANDANG**

Objective: To have responsible position in dynamic organization wherein I may enhance and practice the knowledge and skills I acquired in customer service management and provide an opportunity for my personal advancement while making an indisputable contribution to the growth of organization.

Academic Preparation: College:

Batangas State University Philippines

Values: Team player

Works under pressure / Hard Working

Learns and works efficiently

Excellent Communication Skills

Respectful

Personal Data: Birthdate : November 11, 1985

Civil Status : Single

Nationality : Filipino

Religion : Christian

Skills and Characteristics: Fluency in Oral and Written Communication

(English, Filipino and Basic Arabic)

Experienced in Clerical Job

* Good cross culture collaboration and sense of responsibility.
* Highly motivated and eager to learn and apply new skills
* Performs duties in accordance with the company's policies and procedures
* Possessing good communication skills with confidence
* Participation team ventures

Computer Skills:

* Excellent knowledge in MS Office programs such as Word, Excel, Outlook and PowerPoint.
* Scanning, e-mailing, CD writing.
* Downloading pictures and images.
* Installing soft wares to PC.

Work Experience:

April 2005 – January 2007 **ADMINISTRATIVE STAFF**

**Engtek Precision Philippines Inc.**

**Canlubang Laguna, Philippines**

* In charge of the front desk - maintain a friendly assistance to coming guests and clients.
* Answering telephone calls and forwarding messages to the recipient
* Show and talk to the guests and provide them with information they need
* Greet persons entering the Resort
* Direct guests to correct destination
* Deals with the queries from guests and non-guests
* Ensures knowledge of guests / staff movements in and out of organization
* Provide support to the Administrative staff.
* Perform general clerical duties to include but not limited to: photocopying, faxing, mailing, and filing.
* Develop and maintain a filing system, ensuring files are kept up to date at all times and extracting information from files as and when required.
* Perform additional duties and assignments, as requested.

January 2007- February 2009 **Al Ain United Arab Emirates**

**Secretary**

* Completes inventory of cabin contents on form provided. Provides information on any missing items to the manager.
* Produces information by transcribing, formatting, inputting, editing, retrieving, copying, and transmitting text, data, and graphics.
* Organizes work by reading and routing correspondence; collecting information; initiating telecommunications.
* Maintains department schedule by maintaining calendars for department personnel; arranging meetings, conferences, teleconferences, and travel.
* Completes requests by greeting customers, in person or on the telephone; answering or referring inquiries.
* Maintains customer confidence and protects operations by keeping information confidential.
* Prepares reports by collecting information.

February 2009 – September 2009 **Inspector / Quality Control**

**Philippines Auto Components Parts**

**Canlubang Laguna ,Philippines**

* In charge for monitoring of production yield.
* Perform line evaluation for high defects.
* Support the production for yield target.
* Sending emails to production directors, managers and supervisors regarding yield report.
* Conduct monthly inventory and coordinate production regarding quality of product.
* Prepare reports and quotations, contracts and maintained records both in soft copy and hard copies with proper filing.

April 2010 – August 2013 **Administrative Staff / Line Auditor /QA-QC**

**Tong Hsing Electronics Philippines**

**Canlubang Laguna , Philippines**

* Assist and follow documentation required for audits.
* Conduct inspection for all outgoing product,follow up and monitor of all deliveries, and conduct monthly inventory.
* Prepare letters, faxes,and inquiries, follow up payments and deliveries with suppliers.
* Self-drafting of correspondences.
* Maintain flow of communications among all staff and service provider.
* Assist manager in daily office works and activities and update above the operation. Take care of General office administration, cleanliness, etc. General Office correspondence and minutes of the meeting.

August 2014 – Present

**Administrative Secretary**

**Dubai**

**United Arab Emirates**

* Reading, Responding and follow up Emails, Receiving and attending incoming calls and logging in the phone log book, Scanning some documents, Printing and distribute to owner. Updating daily reports and daily attendances.
* Filing all necessary documents for the projects (quotation, RFQ , invoices from suppliers) or colleagues internal documents.
* Prepare and Send RFQ (Request for Quotation) to the desired suppliers.
* Prepare and Send PO (Purchase Order) depending on the RFQ received from the Suppliers.
* Prepare and Send Quotation depending on the required and usually comes from the concern Colleagues and or The Boss.
* Maintains office supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies.
* Keeps equipment operational by following manufacturer instructions and established procedures.
* Secures information by completing database backups.
* Provides historical reference by utilizing filing and retrieval systems.
* Maintains technical knowledge by attending educational workshops; reading secretarial publications.
* Contributes to team effort by accomplishing related results as needed.
* Maintaining register for incoming & outgoing documents with received copies from Client, Consultant, Subcontractor, Supplier & site team.
* Maintaining proper filing of Client, Consultants, Subcontractors, Suppliers, Site Teams, LPO’s, Material Request & Miscellaneous types of Documents.
* Dealing with telephone and email enquiries;
* Creating and maintaining filing systems;
* Scheduling and attending meetings, creating agendas and taking minutes - shorthand may be required;
* Keeping diaries and arranging appointments;
* Organizing travel for staff.
* Job related to Acct Dept., Preparing Local Purchase Order on urgent basis, preparing Salary data, & pay slip.
* Maintaining Individual Project Expenses in system as well in Excel format which includes, labor detail, petty cash detail, material expense
* Job related to Purchase Dept., Prepare list of material as per require for store or project,
* Take estimate from different party & negotiate for discount according to material
* Make entries in tally for in & out of material
* Keep follow-up with store people for smooth flow of material
* Keep follow-up with supplier for timely delivery of material
* Maintain Physical stock & system stock regularly.
* Taking charge of absence of accounts duties.

**Job Seeker First Name / CV No: 1800894**

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