*I am Maricris Aranas, 35 years of age, female, Filipino citizen.*

*Graduated* ***Associate in Accountancy*** *at Mondrian Aura College SBFZ Philippines.*

* *I have 5 years experienced as* ***Procurement Officer*** *in a Construction Company in Abu Dhabi UAE.*
* *2 years experienced as a* ***Receptionist cum******Secretary****.*
* *1 year as* ***Document******Controller***
* *2 years experienced as a* ***Quality Control Inspector***
* *3 years as a* ***Production/Machine Operator*** *and*
* *2 years experienced as a* ***Cashier***
* *1 year as a* ***Sales Lady.***

*I am willing to work under pressure, fast learner, flexible and initiative to work, professional and mature, excellence in multi-tasking and proficient in Microsoft Office (Word, Excel, Power Points)*

*I am looking for new company where I can grow more and earn a knowledge which provides me job satisfaction and self-development and help me achieve personal as well as organization goals.*

*I am currently holding three months Tourist Visa. (From July to October 2016)*

*I am available for immediate joining. My personal mobile # +971567770843 or send me email to* [*maricris\_aranas@yahoo.com*](mailto:maricris_aranas@yahoo.com)*.*

***PERSONAL INFORMATION:***

* *Nationality : Filipina*
* *Gender : Female*
* *Age : 35 yrs*
* *Height : 5’3”*
* *Weight : 54 kg.*
* *Civil Status : Married*
* *Birth Date : March 10, 1981*
* *Language : English, Filipino*
* *Religion : Christian*

***MARICRIS A. ARANAS***

***WORK EXPERIENCES:***

***PROCUREMENT OFFICER***

*August 2010 to September 2015*

*(Silver Coast Construction & Boring LLC - Abu Dhabi United Arab of Emirates)*

* *Prepare purchase orders and send copies to suppliers and to departments originating requests.*
* *Determine if inventory quantities are sufficient for needs, ordering more materials when necessary.*
* *Respond to customer and supplier inquiries about order status, changes, or cancellations.*
* *Perform buying duties when necessary.*
* *Contact suppliers in order to schedule or expedite deliveries and to resolve shortages, missed or late deliveries, and other problems.*
* *Review requisition orders in order to verify accuracy, terminology, and specifications.*
* *Prepare, maintain, and review purchasing files, reports and price lists.*
* *Compare prices, specifications, and delivery dates in order to determine the best bid among potential suppliers.*
* *Track the status of requisitions, contracts, and orders*.

***RECEPTIONIST cum SECRETARY***

*Sept. 05, 2008 to May 31, 2010*

*(PETRON Gasoline Station - Subic Bay Freeport Zone, Olongapo City Philippines)*

* *Receiving visitors, arranging calls, and scheduling meetings and appointments and support day to day work.*
* *Manage all correspondence including filing, retrieval, typing letters, incoming and outgoing mails and processing.*
* *Ability to handle confidential information and maintain confidentiality.*
* *Provide assistance and support in managing diary, e-mails, meetings, travel arrangements and all associated work.*

***DOCUMENT CONTROLLER***

*Dec. 06, 2007 to May 31, 2008*

*(SANRITSU TECHNOLOGY SUBIC INC. - Subic Bay Freeport Zone, Olongapo City Philippines)*

* *Responsible to ensure that all technical work related documents are accurately recorded and filed to ensure that they can found when required.*
* *Ensure proper document classification, sorting, filling and proper archiving.*
* *Maintain document registers for all incoming and outgoing project documents.*
* *Reviews completeness of documentation and prepares document transmittal.*
* *Ensure that all hard and soft copies of controlled documents are distributed accordingly.*
* *Perform document quality check in accordance to company document control procedures*

***QUALITY CONTROL INSPECTOR***

*Sept. 28, 2005 to March 30, 2007*

*(WISTRON INFOCOMM CORP Philippines - Subic Bay Freeport Zone, Olongapo City Philippines)*

* *Monitor or observe operations to ensure that they meet production standards.*
* *Inspect, test, or measure materials or products being produced.*
* *Remove all products and materials that fail to meet specifications.*
* *Discuss inspection results with those responsible for products.*
* *Report inspection and test data*

***PRODUCTION/MACHINE OPERATOR***

*Oct. 25, 2002 to Sept.13, 2005*

*(Philippines Inter Electronics Corp - Subic Bay Freeport Zone, Olongapo City Philippines)*

* *Set up machines at the beginning of shift to ensure proper working order.*
* *Troubleshoot problems during machine operation.*
* *Ensure that regular and preventative maintenance procedures are carried out*

***CASHIER***

*July 30, 2000 to Aug. 20, 2002*

*(YELLOW CAB PIZZA -SBFZ Olongapo City Philippines)*

* *Greet customers as they enter in establishment.*
* *Take orders for food and beverage items and verify orders before punching them into the system*
* *Process checks and credit card payments*
* *Manage receipts and coupons.*
* *Offer customers with carryout services*
* *Balance cash registers at the end of each shift.*
* *Generate cash and transaction reports.*

***SALES LADY***

*June. 30, 1999 to July 20, 2000*

*(NORA’s Fashion RTW - Olongapo City Philippines)*

* *Direct or escort customers.*
* *Manage product returns and exchanges*
* *Listen to customers’ grievances and offer to resolve their problems*
* *Assist with stocking shelves and rotating items*
* *Offer customers with carryout services*

***EDUCATIONAL BACKGROUND:***

*Course:* ***ASSOCIATE in******ACCOUNTANCY***

*MONDRIAAN AURA COLLEGE (Subic Bay Freeport Zone, Philippines)*

***PERSONAL SKILLS:***

* *Excellent in Microsoft Office (Word, Excel*
* *Typing Skills (30w/min.)*
* *Flexibility & Initiative to work.*
* *Good communication skills.*
* *Initiative to work and Independently*
* *Professional and Mature*
* *Strong Communication Skill*
* *Reliable and Punctual*
* *Excellent Multi-Task Management*
* *Written & Oral Communication Skills*
* *Goal Oriented*

***TRAINING/SEMINARS ATTENDED:***

* ***ISO 9001-2000*** *QUALITY MANAGEMENT AWARENESS*

*(PIEC) Philippine Inter Electronics Corporation*

*Olongapo City, Philippines (July 24, 2001)*

**Job Seeker First Name / CV No: 1818444**

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

