 **Mae**

**Contact No:** C/o 0505891826

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**Career Objective:**

A job that will fully utilize my knowledge, skills and talents acquired from my work experience and years of college formation.

**Desired Position:**

Applying for any vacant positions that commensurate my qualification and experience as follows:

* **Secretary**
* **Contracts Assistant**
* **Document Controller**
* **Data Entry Encoder**

**Strengths and Attributes:**

* Quick to learn with excellent retention capability and value time focuses on priorities, possess strong determination to work in the organization.
* Ability to work in stress environment under deadlines. Human relation skills having dealt with variety of customers.
* Always work on set goals. Confident and highly motivated person with good interpersonal skills both negotiating and communication skills.
* Trustworthy and ability to handle sensitive and confidential information.
* Detail Oriented.

**Professional Profile:**

**Bachelor of Science in Commerce Major in Management Accounting**

Notre Dame of Dadiangas University

Marist Avenue, General Santos City Philippines

Graduated – 2005

**Computer Skills:**

Basic knowledge in computer operation such as but not limited to:

MS Word

MS Excel

ERP background such as Oracle, Mirus and Expedion

Basic knowledge in Aconex

**Professional Experience:**

**Private Office of H.H. Sheikh Nehyan Bin Hamdam Al Neyhan**

From September 09, 2015 to February 24, 2016

**Job Profile – Secretary (Al Rabia Real Estate)**

**Job Responsibilities**

* Carry out all Secretarial Task e.g. Receiving all incoming and sending all outgoing correspondences, replying to emails, replying to outgoing correspondences as per advice by Manager/ Real Estate.
* Manages telephone calls, guest and tenants.
* Document Control for maintaining up to date record of all Tenants File.
* Coordinate with Maintenance in-charge per building for any emergency concern making sure that the issue is closed.
* Assist the Real Estate Representative for any work related concern.
* Maintain a record for all Tenancy Contract for Managers reference.

**Pivot Engineering and General Contracting, WLL**

From February 21, 2011 to July 15, 2015

**Job Profile – Secretary / Data Entry Encoder/Contract Assistant**

**Job Responsibilities**

* Data entry of all Main Contractors billing in ERP system.
* Data entry of all Subcontractors “payment certificate” in ERP system.
* Generate reports as required for management review.
* Review change documents for Accuracy as well as corrected error, send back documents.
* Assist the Contracts Department in all ERP related issues and maintain full coordination with accounts and ERP points of View.
* Assist the Contracts Engineers in creating Subcontract Agreements, Approvals and Variation Claims.
* Proper and up to date monitoring of Claims and Disputes making sure all has been log in designated register.
* Carry out all Secretarial Task in the absence of the Secretary of the Department.
* Carry out all necessary tasks as assigned by the Contracts Manager and Engineers.

**Aboitiz Transport System Corporation (Philippines)**

**Under Helpmate General Services Incorporated (Philippines)**

From January 21, 2010 to January 20, 2011

**Job Profile – Finance Staff / ISO Record In charge**

**Job Responsibilities**

* Generate and track invoices for all on account clients for “Reefer and Loose Container Load”.
* Responsible in making follow-up for the unpaid invoices to all on-account clients.
* Update records for paid invoices and encode official receipt in the cash receipts module for updating client’s balances in system.
* Daily proper tagging/clearing of outlet/agent and warehouse remittances in the system and comply with the month end cut-off.
* Generate aging and able to submit the report before cut-off.
* Reconcile of accounts such as depository, disbursing and revolving account.
* Timely submission of forms monitoring updates and update all cancelled or deferred accountable forms in the module.
* ISO files monitoring as declared in the ISO manuals and procedures.
* All other related task as needed and as required by the department being supported.

**Auto Solutions Incorporated (Philippines)**

From May 11, 2006 to November 15, 2009

**Job profile - Branch Control Officer**

**Job Responsibilities**

* Strictly comply with Company’s procedure to “Next Banking Day deposits for all collections”.
* Inventory controller of motorcycle units and parts.
* Weekly replenishment of petty cash fund and reimbursement of released commission.
* Timely submissions of weekly and daily sales report for parts and motorcycle units.
* Entertain walk-in customer.
* Monitors billing and process business permit for the company.
* Keep close monitoring on sales book for BIR requirement.

**Personal Details:**

* Birth Date: Feb. 15, 1982
* Marital Status: Single
* Nationality: Filipino
* Fluent in English both written and oral