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| |  | | --- | | ***yadi.jpgCURRICULUM VITAE*** |   **MARIVIC**  [**Marivic.329922@2freemail.com**](mailto:Marivic.329922@2freemail.com)   |  | | --- | | **OBJECTIVES** |  * To be able to gain a meaningful experience as a professional in the various fields such as in administration and in secretarial and helping the company realize its overall objective. * To be able to utilize my education, experience, and skills as administration in one of the country’s leading company.  |  | | --- | | **WORK EXPERIENCE** |     **Position: Project Coordinator/ Document Control/ Site Admin**  Name of Company: Adyard Abu Dhabi LLC, Construction and Oil & Gas Co.  (assigned to client- Veolia Water)  Address of the Company: Liwa 1, Mussafah Industrial Area, Abu Dhabi, UAE  Year: June. 2015 to December 20, 2016  Work Specification: Office support for projects execution in all respects which includes but not limited to;Document Control and management as per company proceduresProject office management and administrationCoordination for resources mobilization as required for projects execution including their medical, safety trainings.Coordination with all other departments including clients for related issues and for expeditingCollection of inputs and submission of monthly, weekly and daily progress reports as applicableCare and custody of all projects documents and communications  * Archiving and retrieval of historical information and documents related to projects * Support proposals for preparation and compilation of documents for technical bid submissions   **Position: Secretary / Admin Assistant/Receptionist/Sales Support/Project Assistant/GM Executive Secretary**  Name of Company: Bavaria International Exhibition Org.  Address of the Company: Tourist Club Area, Abu Dhabi, UAE  Year: Nov. 2013 to May 31, 2015 ( can start immediately)  Work Specification:     * *Attend Telephone calls* * *Responsible for all logs registry such as Incoming letters and outgoing, incoming faxes and outgoing, visitors log, list of incoming and outgoing calls, log for staff monitor report and make internal memos,* * *Responsible for incoming and outgoing emails* * *Welcoming visitors and greet and offer them tea, coffee or water* * *Making letters to clients either by mail or written* * *Making phone calls for sales and promoting the services of our company* * *Responsible for the people in the office, monitoring their time in and time out.* * *Making schedules for my Manager* * *To support & implement the command of the Boss and monitor the performance of subordinates and coordination of the activities being carried out and to be carried out in the Department.* * *Organizing, preparing agendas for, and taking minutes of meetings;  dealing with correspondence, collating information, writing reports, ensuring decisions made are communicated to the relevant people* * *Assist in the implementation of activities according to the project’s annual, quarterly and monthly work plans* * *Disseminate project information to all employees* * *Assisting the general manager/manager in different projects like planning, costing and identifying possible market.* * *Assist in the day to day activities of the company.* * *Devising and maintaining office systems;* * *Booking rooms and conference facilities, booking tickets and hotel reservation for my manager if he has out of the country conference or meetings* * *ordering and maintaining stationery and equipment organizing and storing paperwork, documents and computer-based information* * *Photocopying and printing various documents, sometimes on behalf of other colleagues*   Position: **Credit and Collection Staff**  Name of Company: Davao Security and Investigation Agency, Inc  Address of the company: Suazo st. cor. Juan Luna, Davao City, Philippines  Year: March 2008 to September 2013  Work Specification:   * *Encoding collection and posting of original receipt from subsidiary ledger of clients to its respective accounts.* * *Verifying payment of clients against their respective billing.* * *Validating payment with attached original receipt against daily cash collection or clients credit advice.* * *Preparing aging of receivables and ensuring accounts are properly updated.* * *Making follow-ups to clients for their past due accounts.*   Position: **Accounting Staff**  Name of Company: Martinez & Associates  Address of the company: Habana Comp. Rizal st. Davao City. Philippines  Year: January 2006 - February 2008  Work Specification:     * *Preparing voucher for payment.* * *Performed accounts payable & coordinated monthly payroll functions* * *Managed vendor accounts, generating weekly on demand checks.* * *Ensured compliance with accounting deadlines.*   Position: **Office Staff/Secretary/Sales Representative**  Name of Company: Ever safe International Enterprise, Inc  Address of the Company: Riverfront Village, Maa Davao City, Philippines  Year: February 2005-December 2005  Work Specification:     * *Market and promotes products.* * *Preparing for daily accomplishment report.* * *Attend phone calls and preparing daily appointments of the Manager.*   Position: **Sales Representative**  Name of Company: Crown Regency Residence (CLUB ULTIMA)  Address of the Company Cabaguio st. Davao City, Philippines  Year: July 2003 - December 2004  Work Specification:   * *Doing marketing and marketing related jobs; such as promoting products to clients and making them believe that the product fits for their taste and preference.*   Position: **Office Staff**  On the job training  Name of Company: National Housing Authority  Address of Company: Monteverde st. Davao City, Philippines  Year: November 2002 to March 2003   |  | | --- | | **EDUCATIONAL BACKGROUND** |   Tertiary **Holy Cross of Davao College, Inc**. 2002-2003  Sta. Ana Ave., 8000 Davao City, Philippines  *Bachelor of Science in Commerce*  *Major in Management Accounting*    Secondary **Pablo Lorenzo National High School** 1998-1999  Mandug, Davao City, Philippines.  Elementary **T. AwadEchevarria Elementary School** 1994-1995  Mandug, Davao City, Philippines   |  | | --- | | **CORE COMPETENCIES** |  * Computer literate * Proficient in Microsoft Applications such as Word, Excel * Proficient in English written and oral communication * Competent in organizing and coordination work * Can work with minimum supervision * Can work under pressure * Ability to organize and manage   I HEREBY CERTIFY THAT THE ABOVE INFORMATION ARE TRUE AND CORRECT TO THE BEST OF  MY KNOWLEDGE. |