**Chola**

**Chola.335166@2freemail.com**

 **SUMMARY OF QUALIFICATION**

* Skillful and dedicated professional with wide experience in coordinating, planning and supporting daily operations and administrative function.
* Able to work with individuals from different culture/national backgrounds.
* Highly focused and result-oriented in providing support for complex operation.
* Analytical and organizational go-getter with good communication, interpersonal and teamwork skills.
* Ability to align activities to organization goals and priorities while resolving issues at its early stage.
* Able to manage priorities and workload within general schedule of work, instruction and standardized practices.
* Can work with minimum supervisor, and maintain compose under pressure.
* Has a well-developed service attitude and keen work ethics.
* Proficient in Microsoft Office (MS Word, Excel & Powerpoint)
* Excellent customer service

 **WORKING EXPERIENCE**

**LIGHT RAIL TRANSIT AUTHORITY** Santolan, Pasig City

Logistics Admin Assistant

February 2013 – September 2016

* Receive shipments and ensure both quality and quantity
* Trace, track and expedite purchase processes
* Create and maintain contact to ensure timely delivery
* Interact with third party logistics service providers
* Audit freight cost and documentation
* Ensure accuracy of all inventories
* Maintain communication with warehouse staff to ensure proper working order
* Review bills, invoices and purchase orders
* Ensure all payments are processed in time
* Assist customers with inquiries
* Create packing lists and update shipment information in database
* Organize files both manually and electronically
* Monitor and facilitate repair orders

**MANULIFE FINANCIAL** Technohub Park, Administrative Assistant/Document Controller UP Diliman, Quezon City January 2011 – January 2013

* Assist in all the community relations aspect of the company
* Drafts memoranda, decisions, resolutions and other communications as directed;
* Ensures proper coordination with all offices/ departments
* Participates in a variety of meeting for the purpose of conveying and/or gathering information required to perform functions.
* Undertakes the systematic filling, classifying, retrieving of documents and records of the

 Authority.

* Responsible for the proper document control and maintenance of incoming and outgoing documents.
* Reviews/checks incoming communications received before routing to different department and division concerned.
* Update and maintain the database of all documents of the department.
* Takes charges in the reproduction of records for dissemination.
* Assist in the conduct of annual inventory of records, its retention and disposal.

**MAERSK SHARED SERVICE CENTRE (Manila)** Ortigas, Pasig City

Logistics Assistant

April 2007 – October 2010

* Check invoices against service requests and verify invoices
* Monitor incoming supplies for quantity and quality
* Process logistics requests from various management sources
* Maintain safety of property
* Manage paperwork associated with shipping duties
* Interface with vendors and clients to ensure proper delivery of goods

**M & S FREIGHT & CARGO FORWARDING** Quezon City

Logistics Admin Staff

Julyr 2004 – November 2006

* Data entry of goods receipt
* Perform administrative duties (including documents distribution/collection/filling)
* Assisted in the maintenance of the warehouse
* Provided support for managing incoming shipments
* Prepared paperwork associated with shipments
* Filed invoices and managed records.
* Compile non-conformance report and expedite on closing of product discrepancy.
* Update and compile logistics-related monthly reports.
* Maintain and update stock inventory records and location of goods.
* Assist to answer incoming calls and message taking.
* Ensure that all inquiries responded within or less than 24 hours.

 **TRAININGS & SEMINARS**

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| --- | --- |
| Supervisory Skill Development Training | 2016 |
| Seminar-Workshop on Basic Records & Archives Management | 2016 |
| Briefing on Records Disposition Administration | 2015 |
| Technical/ Business Writing Skills Training Seminar | 2015 |
| Training Course on ISO 9001:2008QMS Requirements & Documentation | 2014 |
| Effective Customer Service | 2013 |
| CSC Summit | 2012 |
| MODS Super User Training | 2005 |
| SEMS Leadership Seminar | 2001-2002 |
| COMPASS Seminar | 2001 |
| Centro Escolar University Varsity Player | School Year: 2001-2004 |
|  |  |

 **EDUCATIONAL BACKGROUND**

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| --- | --- |
| Centro Escolar University | 2000-2004 |
| Mendiola, Manila |  |
| Bachelor of Science in Elementary Education |  |
| Major in Early Childhood Education |  |

 **PERSONAL BACKGROUND**

Birthday October 21, 1983

Age 33 yrs old Civil Status Single

Nationality Filipino

Language Tagalog/English