**MARY**

[**MARY.335694@2freemail.com**](mailto:MARY.335694@2freemail.com)

**OBJECTIVE**

To obtain a position where my existing skills in the areas of administration and customer service can be utilized by a progressive and innovative company and to obtain a job with long term prospects.

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| --- | --- | --- |
| **PERSONAL DATA** | |  |
| Age: |  | 34 |
| Date of Birth: | | July 4, 1982 |
| Gender: | | Female |
| Civil Status: | | Single |
| Height: | | 5’3” |
| Weight: | | 53 kg |
| Nationality: | | Filipino |
| Religion: | | Roman Catholic |
| **WORK EXPERIENCE** | |  |
| **CURRENT:** | |  |
| **Position:** | | **Purchasing Coordinator** |
|  |  | **May 13, 2015 – Present** |
|  |  | **Green Petrochem Industry FZC** |
|  |  | **Oil and Gas Industry** |
|  |  | **Hamriyah Free Zone II, Sharjah. UAE** |
|  |  | **Purchasing Department** |

**Job Description:**

1. Choosing the suppliers that the company will deal with and maintaining the legal interaction with them.
2. Liaison with other departments, particularly the accounting, manufacturing and stock departments.
3. Budgeting, costing and cost saving after reviewing the management information available.
4. Health and Safety, Quality and other legal requirements.
5. Collate purchase orders and purchase requisitions in order to order materials, goods and supplies.
6. Review inventories and order as required.
7. Interact with the suppliers on a day to day basis.
8. Review deliveries against the orders.
9. Track the status of any orders.

**10.** Deal with non supplied, under orders, over orders and damaged goods.

**11.** Ensure that any invoices are sent to accounts for payment.

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**MARY**

**13.** Manage any procurement activities including RFP’s (Request For Proposals).

**14.** Maintaining the purchasing policy and ensuring that all purchases adhere to it.An executive would set the policy as well.

1. **Position:** **Visa Assistant/Tour Reservation (Philippine Immigration)**

**October 18, 2010 – November 10, 2014**

**Gana Phil Travel and tours Inc.**

**Travel/Tourism**

**15 President Ave. BF Homes, Paranaque City, Philippines**

**Visa Section**

**Job Description:**

1. To receive and entertain clients’ inquiry regarding Philippine Immigration and embassies visa requirements, policy and processing.
2. Ensures to satisfy clients’ with the right and complete information and instructions.
3. Provides Clients’ Provisional Receipts for the processing fees.
4. Gets personal and contact details of clients for visa processing purpose.
5. Assists and prepares necessary documents or requirements for visa extensions.
6. Fill up Visa Extension form with clients’ details.
7. Prepares to forward all the visa transactions with complete needed attachments to Bureau of Immigration / Embassy
8. Follow-up Visa processing to immigration to ensure the correctness and to avoid pending of visa processing days.
9. Gathers all the processed and released visas from Immigration and ready for checking to ensure the completeness of the approved visa.
10. Makes a file, records and copies of all released visas and documents from receiving to release.
11. Reminds and contact clients for their ready and approved visa and monitors clients’ visa expiration date a week before as requested to avoid fines/penalties which will be charged by Immigration.
12. Performs Clerical and administrative support within a Company.
13. Performs basic Booking and Reservation of tickets, resorts, tours, and hotels.

2. **Position:** **Accounting Staff/Company Secretary**

**July 28, 2009 – August 21, 2010**

**United South International Business Center, Inc.**

**Accounting Firm**

**El Grande St. BF Homes, Paranaque City, Philippines**

**Accounts**

**Job Description:**

1. Assists and informs Clients with their start-up Business preparation or apply for business permits (Philippine working visa, Business Contracts, Securities of Exchange Commission, registration, Business Permits and license in City Municipal and Bureau of Internal Revenue registration) for New or Renewal of application.
2. Collecting the needed Clients’ Profile, Business information and forward to Company Accountant as requested.

**MARY**

1. Manage clients’ files and other records in an alphabetical order and organized.
2. Preparing and keeping cash vouchers.
3. Reminding or calling clients for their B.I.R monthly Remittance and responsibilities.

3. **Position:** **Production Worker**

July 28, 2008 – December 05, 2008

Nichivi Phils., Corp.

Electronics

Philippine Economic Zone Authority, Rosario Cavite, Philippines

Assembly

December 18 – March 20, 2009

Keyrin Electronics Phils., Inc.

Electronics

Philippine Economic Zone Authority, Rosario Cavite, Philippines

Assembly

April 25-June 30, 2009

MNTEC Corp.

Electronics

Philippine Economic Zone Authority, Rosario Cavite, Philippines

Assembly

**Job Description:**

1. Checks the completeness of the production materials.
2. To check for the “Not Good” material and return to Quality Checkers.
3. Check for the cleanliness and safety of the surroundings, materials, machines and always check the needed personal safety precautions to avoid accidents.
4. Prepare at the assembly area and perform the assigned process or line.
5. To pass or forward the assembled material to the Quality Checker for approval.

4. **Position:** **Caregiver**

**May 31 – September 28, 2005**

**Carmelite Monastery (A Nun Cancer Patient)**

**Monastery**

**Zamboanga City, Philippines**

**ICU**

**Job Description:**

1. Support Patient by attitudes and actions that show patient’s welfare and accept differences.
2. Assists patient to achieve their optimal levels functioning.
3. Attends to patient’s needs, to be flexible and responsive and uses effective communication.
4. Gives morning/afternoon/evening care to assigned patients and charts accurate vital signs.
5. Notifies head nurse or team leader before leaving and report anything that needs follow-up.

**MARY**

1. Performs simple nursing procedure:
2. Manages Home/Household chores including meal preparation
3. Assumes responsibility for Professional growth and development.

5. **Position:** **Part-time/On call Care giver**

**2005-2008**

**Hospital Clinical and Home-based**

**Zamboanga City, Philippines**

**EDUCATION BACKGROUND**

**Vocational Training Caregiving Course**

October 2, 2004-April 2, 2005

Brent Hospital and Colleges Inc.

Zamboanga City, Philippines

**College** **Associate in Health Science Education(Prep Course)**

**B.S Nutrition and Dietetics**

2000-2004

Western Mindanao State University

Zamboanga City, Philippines

**Secondary** **Zamboanga National High School West**

1998-1999 (School Year)

Zamboanga City. Philippines

**Elementary** **Canelar Elementary School**

1994-1995 (School Year)

Zamboanga City, Philippines

**SKILLS AND QUALIFICATIONS**

* Ability to listen to instructions and act on those instructions with minimal guidance.
* Ability to perform word processing, e-mail, spreadsheets, and internet navigation.
* Ability on problem-solving and creativity to manage job challenges.
* With Good Relationship-management to co-workers and clients/customers.
* Ability to work well with others to achieve common goals.
* Ability to Plan, Organize and Prioritize Work.
* With a strong sense of self, confidence and with a positive attitude all the time.
* Can work independently or as part of a team.

**CERTIFICATE**

**Date** **Topic/Course Title**

October 2,2004-April 2,2005 Basic Training Course For Caregiver

Brent Hospital and Colleges Inc.

**Hours**

760 hrs. Classroom hours

240 hrs. Hospital Clinical Experience and Home-based

And Related Learning Experien