

**Kristina**

**Email Add:** **Kristina.337390@2freemail.com**

**JOB OBJECTIVE:** To look for a position that best fits my qualifications in a growth-oriented company where I can utilize my administrative and analytical skills.

**EDUCATION**

**2006 – 2010 Jose Rizal University**

Shaw Boulevard, Mandaluyong City

 Bachelor of Commercial Science major in **Marketing**

**2004 – 2005 City College of Manila**

 Escolta, Manila

Bachelor of Arts in **Mass Communication**

**WORK-RELATED EXPERIENCE**

**December 01, 2014 – December 18, 2016 Administrative Specialist**

 **Finden Technologies**

 **Juan Luna St., Binondo Manila**

* Handles related tasks such as:
* Processing Purchase Orders.
* Prepare Quotations.
* Searching for new clients.
* Dealing with existing accounts/clients and new clients.
* Assisting Corporate Account’s concerns and queries.
* Conducting Product Demonstration for New Corporate Clients.
* Preparing Monthly Target for Corporate Accounts.
* Attends all meeting and ocular visits or trade check to New Corporate Clients.
* Handles weekly collections or payments.
* Clerical works (documentations).
* Preparing weekly and monthly sales reports.
* Preparing Trade agreements and service agreement.
* Assisting clients/accounts for after sales service.
* Promote the products and services to clients.
* Maintain high customer satisfaction ratings that meet company standards.

**June 02, 2014 – October 03, 2014 Administrative Assistant**

 **Project-based (4 Months)**

 **Flying V Retail Network Corporation**

 **Meralco Ave., Pasig City**

* Handles related tasks such as:
* Preparing Timekeeping of all employees every cut-off for Salary.
* Preparing Turned over List for all resigned employee as HR works.
* Applying and issuing Company Phone Lines for all employees.
* Preparing Monthly Summary of Billings for Globe, Sun and Smart Phone Lines.
* Preparing deductions summary for resigned employees.
* Issuance of Gasoline P.O. for company cars.
* Preparing Request for Payment for every purchase.
* Preparing Purchase Orders.
* Issuing and ordering of Office Supplies, Computer Equipment, Laptops and any needed materials and things for Office.
* Monitoring of In and Out Documents.
* Handling 57 Company cars including Motorcycle and Personal Cars of the owners.
* Handling and Preparing Preventive Maintenance Service of Cars.
* Handles monthly registration and insurance renewal for company and personal cars.
* Preparing monthly Fleet budget.
* Arranging daily schedule of company cars.
* Preparing Month End Report.

**March 10, 2012 – March 30, 2014 Receptionist cum Secretary**

 **Masters Legal Accountants**

 **Al Riqqa, Deira**

**Dubai, United Arab Emirates**

* Handles related tasks such as:
* Deals with members of the public, who could be clients and/or visitors.
* Provide guest with information, answer queries, and direct them to the person they need to talk with.
* Performs miscellaneous job-related duties as assigned.
* Dealing with incoming and outgoing mail and general emails
* Collation and distribution of minutes, reports and other documents
* Clerical works (documentations).
* Ordering of equipment, materials and office supplies.
* Preparing court reports and statement of Accounts for both parties of cases.
* Arranging weekly schedule of Accounting Expert.
* Attending Transfer Meetings as investigation for the Court Cases.
* Assisting tenants for the Apartment of Jumeirah Beach Residences Bahar 2.
* Posting of vacant apartment thru website and searching for an agent.
* Preparing Tenancy contract/agreement for the tenants.
* Preparing Monthly expenses and reports for the owner of Jumeirah Beach Residences.

**May 19, 2010 – January 31, 2012 Sales Admin Assistant**

**Valiant Distribution Inc.**

 **#86 E. Rodriguez Jr. Ave. Libis,**

**Quezon City, Philippines**

* Handles sales related tasks such as:

- Generating sales orders and purchase orders.

* + Assisting client’s concerns, follow-up and online orders.
	+ Monitoring of all Mercury Drugs branches for any concerns.
	+ Monitoring of confectionaries and new product of Nestle.
	+ Downloading of purchase orders.
	+ Encoding Purchase Orders.
	+ Monitoring and Filing of Bad Orders or Returns.
	+ Preparing weekly and monthly sales report.
	+ Achieves assigned product sales quota.

**SKILLS AND INTEREST**

* Communications
* Human Relation
* Basic Computer (MS office, Outlook, word, excel and powerpoint)
* Analytical
* Problem Solving
* Planning/Organizing
* Collaboration

**PERSONAL INFORMATION**

**Age:** 29 years old

**Birthdate:** November 12, 1987

**Marital Status:** Married

**Nationality:** Filipino

**Visa Status:** Visit Visa

**CHARACTER REFERENCE**

Will be provided upon request

*I certify that the above information are true and correct to the best of my ability.*