**G****LENDALYN**

**GLENDALYN.338275@2freemail.com**

**OBJECTIVES**

*A hardworking, patient individual to reach the goal of success, seeking an opportunity for better advancement, was willing to accept job that is physically and mentally challenging and financially rewarding.*

# WORK EXPERIENCE

**Al Aboor Aluminium Est. – Glass & Aluminum Company**

Location: Al Qusais, Industrial 3, Dubai

Period: Feb. 02, 2015 – March 3, 2017

  **Job Title: Document Controller cum Secretary/Receptionist**

* Attends to Telephone Call & Queries.
* Prepares Letter & Memo.
* Sending Inquiry & Quotations to Client.
* Manage Incoming & Outgoing Emails & Dispatch them properly.
* Provide Administration related support to all departments as required.
* Prepares Undertaking letter for Sub-contractors.
* Creates Document Control and correspondence folders for individual projects.
* Prepares material submittal & shop drawings submittal for client.
* Monitoring of submittals & approval of each project.
* Ensuring quality formats being used adequately for correspondences, submittals, transmittals to client, consultants and sub-contractors.
* Coordinate all activities related to the Document Control procedure, including technical documents and drawings.
* Generate various document control reports as required.
* Make sure that controlled copies of latest approved documents and drawings are given to the appropriate department.
* Typing of site documents.
* Maintain updated records of all approved documents and drawings and their distribution clearly.
* Maintain the files and control logs as required by the project.
* Maintaining most important files & documents.
* Recruitment of new employee as required.
* Perform any other duty as assigned by the General Manager.
* Ad hoc duties as required to assist the project team.

**Assistant Operations & Logistics officer:**

* Sending fabrication order to the suppliers.
* Sending Glass quotation as required by the Manager.
* Maintaining issued Cheques Summary.
* Monitoring panel deliveries to client.
* Monitoring deliveries from suppliers per project.

# WORK EXPERIENCE

**National Life Insurance Company (Life insurance)**

Job Title: Check Clerk & Teller

Location: National Life Insurance Bldg., #6762 Ayala Avenue, Makati City

Period: March 3, 2008 – December 22, 2014

**Check Clerk:**

* Prepare Check payments for PDF Interest, Withdrawals, Claims and other payables of the

 company.

* Generates Check Disbursement Report at the end of the day.

**Teller:**

* Receives over-the-counter payments for premiums & miscellaneous accounts such as deposits, rentals, policy loans & other accounts not classified above.
* Validate and issue official receipts on all payment of provincial remittances & Premium payments made on affiliated banks such as BPI DCA, BPI MAXI and other banks.
* Encash petty cash vouchers presented for payments.
* In-charge of Pre-authorized Check Plan cases:
	+ - -safekeeping of pre-authorized checks.
		- -forward due checks to premium control section for attachment of
		- Premium cards then validate upon receipt.
		- -file PCP report forms to their respective folders.
		- Record, verify & file newly issued set of checks based on date of issuance.
		- Reconciles daily collections & payments.
		- Prepares daily collection reports.
		- Prepares requisition for office supplies for our department needs.
		- Perform other duties that may be assigned from time to time.

**Prudential Guarantee & Assurance Company (non-life insurance)**

Job Title: **Encoder – Fire Dept.**

Location: 5flr. Corinthian Plaza, Paseo de Roxas cor. Legaspi Vill., Makati City

Period: Feb.2006 – Dec. 2007

* Encodes all the Information of the Property Insured.
	+ Computes for the Premium of the Insured Property.
	+ Print the Policy of the Insured Property.

**ASIA PRO CORPORATION (Victoria secret)**

Job Title: Sales Representative

 Location: Makati, Philippines

 Period: June 2004 to December 2005

* Services existing accounts, obtains orders, and establishes new accounts by planning and organizing daily work schedule to call on existing or potential sales outlets and other trade factors.
* Adjusts content of sales presentations by studying the type of sales outlet or trade factor.
* Focuses sales efforts by studying existing and potential volume of dealers.
* Submits orders by referring to price lists and product literature.
* Keeps management informed by submitting activity and results reports, such as daily call reports, weekly work plans, and monthly and annual territory analyses.
* Monitors competition by gathering current marketplace information on pricing, products, new products, delivery schedules, merchandising techniques, etc.
* Recommends changes in products, service, and policy by evaluating results and competitive developments.
* Resolves customer complaints by investigating problems; developing solutions; preparing reports; making recommendations to management.
* Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
* Provides historical records by maintaining records on area and customer sales.
* Contributes to team effort by accomplishing related results as needed.

# PERSONAL INFORMATION

Civil Status : Single

Citizenship : Filipino

Religion : Catholic

# EDUCATIONAL BACKGROUND

 College : **B.S. Computer Science**

 City College of Manila

 Escolta Sta. Cruz, Manila, Philippines

 2000-2004

# SKILLS & ABILITIES

* + Speed Typing (40/wpm)
	+ Computer Literate
	+ Advance knowledge in Ms Excel, Ms Word & Ms Powerpoint
	+ Fast learner
	+ Can Operate Facsimile & Photocopying Machine.