**Maria**

**Maria.339217@2freemail.com**

**CAREER OBJECTIVE**

To become part of your organization that could offer a position that will utilize my skills effectively and efficiently for achieving the company’s goal.

**PROFESSIONAL EXPERIENCES**

**Administrative Assistant**

Shang Software Solution, Inc. (May 27, 2013 – October 2, 2016)

**Duties and Responsibilities**

* Provide General Administrative and Clerical support including mailing, scanning, photocopying, faxing and filling.
* Write and distribute email, correspondence, memos and forms.
* Input employee data and maintain employee file.
* Maintains employee records by recording new hires, transfers, terminations, tracking vacation and sick leave.
* Plans and manages staff rosters and ensures that operation is adequately staffed.
* Records and verifies attendance and shift reports.
* Liaises with HR as regards to employee payroll, attendance, benefits and discipline.
* Assist with the employee events, training and development activities.
* Maintains physical and e-filling systems.
* Maintain office supplies for department and placing orders for replenishment is needed.

**Personnel and Administrative Staff / Cashier**

BIC Investment and Capital Corporation (December 3, 2007 – April 1, 2013)

**Duties and Responsibilities**

* Arrange job posting and assist in recruitment.
* Secure and ensure that monthly mandated government reports and loan remittances are posted.
* Performs general clerical duties including mailing, faxing, photocopying and filing.
* Prepare and modify documents including correspondence, reports, memos and emails.
* Handle timekeeping and attendance.
* Arrange files and summarize submitted OT and leave forms.
* Reliever to the Receptionist when on leave. Answer phones promptly, screen and forwarding any incoming phone calls while providing basic information when needed.
* Process purchase requisition and handles canvassing, and sourcing of office and pantry supplies and equipment.
* Ensure office equipment is properly maintained and serviced.
* Monitoring office supplies.
* Assist in preparation of payment for utility bills & other corporate billing.
* Arranging and coordinating for travel & other such activities for the employees.
* Process request for check preparations.
* Performs cashiering transaction & provides management daily cash position reports keep them to track on the Company’s financial standing.
* Prepares checks and check vouchers based on payment schedules.
* Petty Cash Custodian and monitors over-all petty cash for Operations and Marketing Group.
* Responsible in monitoring payments of loans receivables.
* Responsible in safekeeping vaults, safety deposit box & other confidential.

**Customer Relation Associate**

Honda Cars Quezon City (April 27, 2006 – September 27, 2007)

**Duties and Responsibilities**

* Answer calls from customer regarding their inquiries.
* Handling complaints and assisting client.
* Doing after sales call.
* Verified and updated clients information data.
* Maintains an efficient and effective filling system to facilitate the swift of document or materials.

**Service Contractor**

National Statistic Office (July 11, 2005 – January 24, 2006)

**Duties and Responsibilities**

* Verify the documents.
* Assisting clients regarding their documents.

**SKILLS**

* Computer Literate (Microsoft Office: Word, Excel, Power point and Internet Access)
* Good Communication Skills in English and Filipino
* Strong organizational skills with the ability to multi-task.

**EDUCATION**

**Bachelor of Science in Business Administration Major in Entrepreneurship**

Pamantasan ng Lungsod ng Maynila (PLM) - June 2000 - April 2005

**PERSONAL INFORMATION**

* Birthday: **December 3, 1983**
* Civil Status: **Single**
* Weight: **100 lbs**.
* Height: **5’0”**