

Contact HR Consultant for CV No: 2044938

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**MELISSA M. CARINO**

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**POSITION APPLIED FOR:**

**Secretary / HR Assistant / Document Controller / Procurement / Accounts Assistant**

**PROFESSIONAL PROFILE**

Exposure on computer programs related to e-mail correspondence (Outlook), Windows Operation, MS-Word, MS-Excel, PDF

User of Kivitendo Software (Germany)

Experience in high volume of documentations

Excellent written and verbal communication skills with strong ability to handle complaints and build customer relationships.

Highly organized and detail oriented. Excellent administrative skills Extremely productive in a high volume, high stress, environment

Ability to relate professionally and effectively with management and staff members of company Organization and has maturity to handle multi-task and confidentiality

An interest in assisting people and in organizing their work Knowledge in Banking operations and Accounting process

Hardworking, highly organized and dedicated with positive attitude.

Able to handle multiple assignments under pressure and consistently meet deadlines. Thrive on working in a challenging environment.

**Other Skill:** UAE Driving license (Manual and Automatic)

**PROFESSIONAL EXPERIENCE**

**Mussafah Industrial Area, Abu Dhabi, UAE**

**(2012 - Present)**

**SECRETARY/ DOCUMENT CONTROLLER**

Reporting to the Managing Director

Performs other task that are assigned from time to time Provide administrative support when needed

Receiving and registering of documents and uploading it into the system Filling , copying, scanning and labeling of all documents

Maintain updated records of all documentations of the company and saving all files for back up Preparing correspondences as needed and as instructed

Assist proper communication with other departments, internal and external staff including Contractor, Subcontractor, Consultants, Vendor, Supplier and visitors concerning daily schedule of activities.

Monitoring of attendance, leave of absences and man-hour computation for payroll period.

Dealing with routine correspondence including contact with clients, their adviser’s, suppliers and Manufacturers both by postal correspondence, fax, e-mail and telephone.

Action and manage through email confirmation on all Internal equipment request of Project Managers.

**PROCUREMENT**

Main contact of investigating procurement discrepancies including delayed on deliveries and custom clearances.

Ensure Request For Quotation`s for suppliers are performed, documented and accurate.

Review supplier samples and/or demonstrations with the buying organization management and user departments.

Administrate Request for Quotation process including compilation of packages, invoices and receipts, tracking of documents, analysis of responses and set-up of supplier files.

Filing and management of archive documentation of contracts, purchase orders and confidential documents.

Research and review price discrepancies and resolve accounting issues.

Maintains Suppliers Database. Sourcing of equipment and services from suppliers including costs, availability of supply, delivery of timelines, risk.

Implement or maintain a computerized procurement system of specifications, suppliers, goods/services, a computerized inventory and/or capital equipment tracking system.

Coordinate through email with suppliers, internal project & logistics personnel to establish robust control mechanisms that effect delivery & procurement activities

Identify and research new suppliers to meet new requirements as well as alternate suppliers for existing requirements.

Preparing Quotations that meets the need of our existing and new Clients.

**ACCOUNTS**

Monitors deposit / incoming and outgoing payment

Posting and maintaining of all Banking transactions and cash, cheques and transfers on the company System.

Processing of all payables and receivables of the company. Prepare & Issuance of Invoices / follow up payments.

Preparing Monthly & Yearly Balancing Sheet for yearly Auditing

**STOCK CONTROLLER**

Monitors Internal Material Request and Purchase Request.

Monitoring and updating the system of all incoming and outgoing materials from the shop. Preparation of quarterly report of all stocks.

Processing and maintaining all incoming and outgoing deliveries.

**MEGAWORLD CORPORATION Quezon City, Philippines (May 2006 to April 2012)**

**PROPERTY CONSULTANT**

Assist clients who visit the showroom

Dealing with customer enquiries when they come in the showroom

Provide advice and guidance to potential clients on all aspects of purchasing investment property in the markets we cover.

Attending seminars and exhibitions and selling face-to-face. Calling warm contacts and leads on our database

Saturate, Invites and Answered phone calls inquiries Preparing quotations to the customers inquiry

Managing the relationship of existing customers.

**KURYENTE ELECTRICAL SHOP Marikina City, Philippines (Feb. 2005-Feb. 2006)**

**OWNER**

Assist customer who visit the shop

Do office and Company accounts/field work

Performs variety of administrative and customer service in the company Answered phone calls, took messages and recorded orders

Assist walk in customers and take orders

Preparing quotations to the customers inquiry Handling documentations of the company

Assign in making inquiries for the supplier of the materials Deliver, Supply and Install

**BMC SOUND AND VIDEO CONTRACTING Quezon City, Philippines**

**(Feb. 2001 –Feb. 2005)**

**PROMOTION SUPERVISOR AND CUSTOMER SERVICE**

Assist customer who visit the showroom

Answered queries and inquiries of the customer

Prepares and send quotations for all the inquiries related to the products and services Supervising and supporting the promotion teams

Improving customer service based on clients feedback Preparing several reports for executives

**EGI**

**Quezon City, Philippines (May 2000-Dec. 2000)**

**CUSTOMER SERVICE / CASHIER**

Assist customer who visit the showroom

Answered queries and inquiries of the customer

Improving customer service based on clients feedback

Answered phone calls, took messages and recorded orders

Served customers in a fast-paced environment in a friendly and efficient manner. Do company and products presentation

**Eleksis Contracting**

**Quezon City, Philippines**

**(July 1996- June 1997)**

**SECRETARY**

Answering telephones, assisting visitors and resolving a range of administrative problems and inquiries.

Assist walk in customers and take orders

Preparing quotations to the clients/customers inquiry Handling documentations of the company

Preparing inquiries for the supplier of the materials

**EDUCATION**

**BS Psychology 1990-1994**

New Era University – Manila, Philippines

**PERSONAL DETAILS**

|  |  |  |
| --- | --- | --- |
| Birth Date | : | November 13, 1973 |
| Place of Birth | : | Manila, Philippines |
| Citizenship | : | Filipino |
| Language | : | English and Tagalog |
| Status | : | Currently Employed/Residence Visa |