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| _Pic1**Cherrie** Cherrie.347343@2freemail.com |

**HIGHLIGHTS**

* Four years and nine months experienced as operations assistant in Oil and Gas Logistics Company. With admin assistant experience.
* Four years and 1 month experienced as Legal Secretary/Document Controller/Customer Service in Real Estate.
* Four years of experienced as Data Analyst in an Insurance company.
* Worked as a Production Lead in a multi-national company.
* With experienced in data entry, an Executive Secretary and Admin Assistant.
* Trained as Account Assistant in a Government Bank.

**DETAILED PROFESSIONAL EXPERIENCE**

**Company Name:** Milio Intl DMCC

**Company Address:** 40th floor Almas Tower Jumeirah Lake Towers

**Year of Service:** April 4, 2012 - Present

**Position:** **Operations Assistant/Admin Assistant**

# Job Duties and Responsibilities

# Create and maintain data spreadsheets and enter/save information into company database.

* Monitor the rail car and truck movement from the previous location to current location and identify their distance to destination and days without movement.
* Update tracking from freight forwarders utilize freight forwarders' information and ensure that information provided is reflected correctly in the Report.
* Coordinate with freight forwarders in sending the missing RTC tracking information.
* Sort all the current location of RTCs according to Vessel/specific route and distance to destination and identify the percentage of rail car movements according to route and destination.
* Prepare table of distances according to destination.
* Incorporate all received reports to the spreadsheets.
* Prepare the invoice for the discharged trucks and RTCs.
* Summarize dispatched and in transit trucks and RTCs to destination.
* Send reports to clients and operations team at the end of each day.
* Analyze Volume Delivered each month, the current location, number of RTCs, remaining distance in kilometers and total tonnage of all the RTCs according to Destination and Product and re-addressing of RTCs.
* Submit daily and weekly inventory and trucks and railcar location report with updated storage quantities according to loading location.
* Assist operations analyst when they need detailed information with regards to reports summary.
* Provides admin support when needed:
* Receptionist, receiving and forwarding calls to employees.
* Checking and buying office supplies and kitchen supplies.
* Tracking petty cash.
* Sending, receiving and distributing mails, couriered documents and fax.
* Booking of meeting room and assisting visitors.
* Editing and formatting documents.

**Company Name:** Almasah Int’l Real Estate

**Company Address:** Ground floor Reef Tower Jumeirah Lake Towers

**Year of Service:** March 11, 2008 – April 2012

**Position:** **Legal Secretary/Document controller/Customer Service**

# Job Duties and Responsibilities

* Receives all instructions from Admin and other concern department.
* Verifies data as required in the preparation of basic records including data collection, procedures and formatting of data.
* Contract encoding.
* Final proof reading of encoded contracts.
* Binding and preparing the contracts for collection and dispatch.
* Document filing for future retrieval.
* In charge of all incoming fax and e-mailed documents.
* Handles inquires of clients through e-mails and phone calls.
* Monitoring and maintaining records of contract status and legal documents.
* Make daily report of done contracts at the end of the day.
* Recording and filling of transmittals and all legal related documents.
* Updating the records for future reference.

**Company Name:** Data Research Corporation

**Company Address:** 8flr Ayala Life-FGU bldg. Madrigal Business Park Alabang, Muntinlupa City, Philippines

**Year of Service:** April 11, 2003 – February 2008

**Position:** **Data Analyst / Production Lead**

# Job Duties and Responsibilities

* Verifies data as required.
* Reviews the work involved in the preparation of basic records including data collection, procedures and formatting of data.
* Searching of a certain property.
* Locating a property using map.
* Checking of correct information such as address, lot area and lot number, location of the property and the true owner of the property.
* Checking of property by means of credit and background investigation of the owner of the property, through documents, that will come up to summarized but detailed information needed by the title insurance corporation.
* Preparing codes for the next process.
* Reviewing correct codes to be used.
* Examining the whole file for accurate data.
* Preparing file for data entry.
* Collects data from various sources and enters it into database.
* Proof reading of data entry.
* Prepares corresponding and reports in response to request of information.
* Responsible for editing documents.
* Answering for question files.
* Checks the proper filing of records and reports.

**Company Name:** Data Research Corporation

**Company Address:** 8flr Ayala Life-FGU bldg. Madrigal Business Park Alabang, Muntinlupa City, Philippines

**Year of Service:** June 2002 – January 2003

**Position:** **Secretary/Administrative Assistant**

# Job Duties and Responsibilities

* Handle travel arrangements which include ticket and hotel bookings, visa application when required, scheduling of meetings and prepare travel expense claims/reports upon return to duty.
* Compose business correspondence, memorandum, fax messages using well defined and pre-established standard formats.
* Maintain Operations Manager’s calendar and remind on day-to-day appointment schedules of business meetings, conferences, and social affairs.
* Sort and prioritize incoming mails and determine matters for immediate attention.
* Coordinate meetings and responsible for conference room set-up, sending out meeting reminders, preparing and disseminating meeting materials.
* Answer/screen telephone calls and give information to callers or route calls to appropriate staff member.
* Handle documentations which include distribution of letters and transmittals to concerned party.
* Filing of all related documents.
* Maintain the soft copies of all incoming and outgoing documents.
* Scanned all the documents/drawings received.
* Monitoring the outstanding issues on a weekly basis.
* Updating employee records and maintaining the files related.

**Company Name:** Philippine National Bank (PNB)

**Company Address:** Putatan Road, Muntinlupa City, Philippines

**Year of Service:** April 2002-May 2002

**Position:** **Account Assistant**

# Job Duties and Responsibilities

* Filling withdrawal and deposit slips
* Check accounts
* Assist clients
* Release ATM cards
* Stamp Cleared checks

**EDUCATION**

**College** **Bachelor of Science in Computer Science**

 Muntinlupa Polytechnic College

 NBP Reservation, City of Muntinlupa, Philippines

 Year Graduated: 2003

**TRAININGS ATTENDED**

**Business Writing** Ohsec Pinoy Group 1st Term 2015 (9th January 2015)

**English Grammar** Ohsec Pinoy Group 1st Term 2015 (9th January 2015)

**Basic IT and Networking** Ohsec Pinoy Group 1st Term 2015 (9th January 2015)

**COMPUTER SKILLS**

Proficient in Windows Applications, MS Office, Excel, Word, Outlook, Internet

**PERSONAL INFORMATION**

**Birth date :** March 11, 1981

**Age :** 35

**Gender :** Female

**Height :** 4’11

**Weight :** 73 kgs

**Civil Status :** Single

**Nationality :** Filipino

**Religion :** Catholic

**Language/Dialect spoken:** Tagalog (mother tongue) and English

# Visa Status : Company Visa (Free zone DMCC)