****

**MARK**

[**MARK.354196@2freemail.com**](mailto:MARK.354196@2freemail.com)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CAREER OBJECTIVES**

To work in a challenging professional environment that offers opportunities for growth and advancement through utilizing knowledge in administrative abilities.

**SUMMARY OF QUALIFICATIONS**

* Has advance knowledge in Microsoft Office (Word, Excel, PowerPoint, Visio, etc.).
* Easy to take on various software (SAP, Oracle, MMS, Maximo, etc.).
* Ability to communicate clearly with colleagues and clients at all levels.
* Strong organizational skills and works efficiently under pressure: Effective at multi-tasking
* Possesses strong analytical and problem solving skills, with the ability to make well thought out decisions.
* Persistent in seeking opportunities for professional maturity.

**WORKING BACKGROUND**

**HESTIA FACILITIES MANAGEMENT LLC – UAE**

COMPUTER AIDED FM OPERATOR CUM ADMINISTRATION ASSISTANT

Supported **Danat Al Emarat Women and Children Hospital** (November 2015- December 2016)

Connected to **ALEC (Al Jaber Engineering & Contracting LLC)** (November 2015 – March 2017)

* Receiving and managing all incoming phone calls of queries and technical complaints. (urgent and actionable)
* Email Management – Both Internal and External concerns and queries.
* Creating timely and accurate requisition of hospital equipment and materials needed and for storage.
* Creation, assignment and monitoring all work orders in the system using Maximo Program.
* In-charge of Work Permit issuance to Contractors/Suppliers as approved by the Manager.
* Releasing of Purchase Orders using SAP system in absence of Admin Supervisor.
* Purchase requisition for all offices and facility management supplies.
* Receiving ordered materials from supplier.
* Constructing work orders and incident reports for manager’s verification and further action.
* Managing built drawings (Soft and hard copies).
* Creating gate pass and assisting the supplier for pull out of construction equipment and tools used.
* Proper monitoring of keys, tools and other materials borrowed by Hospital Personnel for using logbook and computer system.
* Coordinating with the Nursing Managers for permission and in preparation of work area (for the Patient’s Privacy Purposes).
* Providing administrative support such as organizing files, supervision of facility keys and other admin reports.

**PUREGOLD PRICE CLUB INC - RETAIL – PHILIPPINES**

ADMINISTRATIVE ASSISTANT (Supporting **2 Cities of 3 Branches**)

(October 2011 – July 2015)

* Processing of Government Licenses and Permits - Electrical, mechanical, weighing scales, fire, safety and first aid, etc.
* Timely processing of Manuela Corporation Utility Billings (Electricity, water, telephone) and Store Leases.
* Requisition, Liquidation and reimbursement of Store’s petty cash.
* Inventory control and proper monitoring of all store required consumable supplies and critical items.
* All Store Security Concerns – Monitoring and processing of Internal Security apprehensions and incentives.
* Preparation of documents required for audit – Authorized Admin Gate Pass and Requisition forms to receive, exit pull-out and transfer of all store operations supplies, back office supplies and fixed assets.
* In-charge of fixed assets issuance, repair and maintaining accuracy of inventory thru Fixed Asset tagging.
* Assisting in Store maintenance requirements (replacement or repair services) of store’s machinery, vehicles and equipment.
* In-charge of marketing tasks inside and outside store in the absence of Marketing Staff.
* Monitoring and dispatching of store’s scraps.

**METROBANK AND TRUST COMPANY – CASH MANAGEMENT UNIT – PHILIPPINES**

CASH PROCESSOR

(July 2008 – November 2008)

* Manual counting and verification of incoming and outgoing money from the vault.
* Sort out and return of soiled cash to main bank for proper disposition.
* Tracing counterfeit bills and removing from the processed money.
* Preparation of Cash Summary Report for manager’s verification.

**PEPSI COLA PRODUCT PHILIPPINES INC.**

ADMINISTRATIVE ASSISTANT (ON THE JOB TRAINING)

(December 2007 – March 2008)

* Purchasing of all required Production materials.
* Contacting suppliers regarding pending deliveries.
* Creating reports for Administration Supervisor’s reference to problems concerning purchased items.
* Filing and sorting all Administration Files.
* Distributing Job Orders to respective departments/ divisions.

**UNIVERSITY OF NUEVA CACERES – PHILIPPINES**

ADMINISTRATIVE ASSISTANT (WORKING STUDENT – COLLEGE OF BUSINESS AND ACCOUNTANCY DEAN’S OFFICE)

(June 2004 – October 2007)

* Customer Service Representative
* Providing support in Semi-Annual Enrollment and Registration of the College students.
* Filing of Student Registration papers.
* Encoding of Grades, Memos, and other important papers
* Collecting other school fees, issue receipts and record in the system.
* Purchasing of Materials/ Supplies.
* Facilitating and Attending Administration’s Activities/ Meetings.
* Distributing Memos to concerned departments.

**PERSONAL BACKGROUND**

Born on November 18, 1986 at Camarines Sur, 30 years of age, Filipino, son of Pedro Garcero and Juliet Lonzame, stands 5’7” and weighs 152 lbs., good in communication /speaking in English and Filipino languages.

**EDUCATIONAL BACKGROUND**

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

**UNIVERSITY OF NUEVA CACERES**

Naga City, Philippines

2004 – 2008

**Secondary Education**

**UNIVERSITY OF NUEVA CACERES**

Naga City, Philippines

1999-2004

**TRAININGS AND ORGANZATION**

* Trainings: Standard First Aid, Basic Life Support-CPR Health Care Provider.

Philippine Red Cross

2012 & 2015

* President (S/Y 2007-2008) and Member (2007-Present)

Sanctuaries Conservation and Outdoor Club

**CHARACTER REFERENCE is available upon request.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I hereby certify that the above information is true to the best of my knowledge.