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**CHRISTOPHER**

**E-mail Address:** [**CHRISTOPHER.362035@2freemail.com**](mailto:CHRISTOPHER.362035@2freemail.com)

**OBJECTIVES**

**To be able to find job that will develop my skills and improve my knowledge I have acquired in years of study.**

**EDUCATIONAL BACKGROUND**

* **DATAMEX INSTITUTE OF COMPUTER TECHNOLOGY**

**Sucat Parañaque City**

**Computer Software Technology**

**2005-2007**

* **WESTBAY COLLEGE ALABANG**

**Alabang Muntinlupa City**

**Bachelor of Science in Maritime Transportaion**

**2004- 2005**

* **PEDRO E. DIAZ NATIONAL HIGH SCHOOL ANNEX**

**BuliMuntinlupa City**

**2000-2004**

* **BULI ELEMENTARY SCHOOL**

**BuliMuntinlupa City**

**1994-2000**

**WORK PORTFOLIO**

**DIGITAL ONE MARKETING L.L.C.**

**DUBAI, UNITED ARAB EMIRATES**

**Website Publisher at Alldubai.ae**

**September . 1, 2016 – March. 20, 2017**

* **Responsible for planning, creating, editing, and publishing information on website.**
* **Responsible for SEO (Search Engine Optimation) and META keywords.**
* **Produce material for publication on website on different companies internal intranets for the use for public internet.**
* **Accomplishing various administrative tasks.**
* **Ensuring and maintain a high-quality, relevant and useful information on the website that is accessible to everyone.**
* **provide general administrative and clerical support including mailing, scanning, faxing and copying to management**
* **maintain electronic and hard copy filing system**
* **open, sort and distribute incoming correspondence**
* **perform data entry and scan documents**
* **manage calendar for Managing Director**
* **assist in resolving any administrative problems**
* **run company’s errands to post office and office supply store**
* **answer calls from customers regarding their inquiries**
* **prepare and modify documents including correspondence, reports, drafts, memos and emails**
* **schedule and coordinate meetings, appointments and travel arrangements for Managers**
* **maintain office supplies for department**

**URBACON CONTRACTING AND ELEGANCIA HOSPITALITY GROUP**

**BANANA ISLAND RESORT DOHA PROJECT**

**DOHA QATAR**

**(Engineering and Maintenance Department)**

**ADMIN STAFF**

**November 2014 – July 2016**

* **Prepares source data for computer entry by compiling and sorting information; establishing entry priorities.**
* **Processes customer and account source documents by reviewing data for deficiencies; resolving discrepancies by using standard procedures or returning incomplete documents to the team leader for resolution.**
* **Maintains data entry requirements by following data program techniques and procedures.**
* **Secures information by completing data base backups.**
* **Maintains operations by following policies and procedures; reporting needed changes.**
* **Maintains workflow by studying methods; implementing cost reductions; and developing reporting procedures.**
* **Ensures operation of equipment by completing preventive maintenance requirements; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques.**
* **Provides information by answering questions and requests.**
* **Maintains supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies.**
* **Completes operational requirements by scheduling and assigning administrative projects; expediting work results.**
* **Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.**
* **Contributes to team effort by accomplishing related results as needed.**
* **Creates and revises systems and procedures by analyzing operating practices, recordkeeping systems, forms control, office layout, and budgetary and personnel requirements; implementing changes.**
* **Develops administrative staff by providing information, educational opportunities, and experiential growth opportunities.**
* **Resolves administrative problems by coordinating preparation of reports, analyzing data, and identifying solutions.**
* **Maintains customer confidence and protects operations by keeping information confidential.**
* **Contributes to team effort by accomplishing related results as needed.**
* **Receiving various incoming calls from different hotel department**
* **Providing adequate assistance through phone calls to all the maintenance technicians**
* **Making summarized report through FCS database to MS office application**
* **Encoding preventive maintenance report**
* **Forwarding reports through email**
* **Issuing needed material to the technicians**

**PANCAKE HOUSE GROUP**

**(Purchasing Department)**

**ADMIN STAFF**

**August 2012-Jan 2013**

* **Encoding different type of data forwarded by the the different company departments**
* **Ensuring the privacy and security of the data as per company policy**
* **Checking and printing the receipt of the different store branches**
* **Taking inventory as per required**

**DUTY FREE PHILIPPINES CORPORATION**

**(Receiving Department/Warehouse Section)**

**ADMIN STAFF**

**August 12, 2011-July 25, 2012**

* **Receiving all the different items as ordered by DUTY FREE PHILIPPINES**
* **Encoding the boat note receipt issued by the BUREAU OF CUSTOMS**
* **Encoding the bill of lading as presented the dealer**
* **Ordering online using ORACLE for faster transactions**
* **Checking all the conditions of the items**
* **Assisted by BUREAU OF CUSTOMS representative, filing the items from its proper shelves**

**KAWASAKI MOTORS PHILS CORPORATION**

**(Purchasing Department)**

**ADMIN STAFF**

**August 12, 2010-January 9, 2011**

* **Issuing all motorcycle spare parts in the production line**
* **Encoding the dealers receipt for inventory purposes**
* **Taking inventory as per required by warehouse**
* **Checking all the different items as delivered**

**URATEX PHILS**

**(Research and Development Department)**

**ADMIN STAFF**

**January 13, 2010-June 13, 2010**

* **Assisting the manager by doing physically exam of a foam and Give the comparative analysis of different kinds of foam tested**
* **Encoding all the data of a foam tested**
* **Give all the standard specification of a foam to the production coordinator**
* **Execute density,airflow test,hardness test and resiliency test of the different kinds of foam**

**MAX’S CENTRAL COMMISARY**

**(Processing Department)**

**ADMIN STAFF**

**July 17, 2009-December 18, 2009**

* **Preparing all the products ordered by different Max’s Restaurant Branches**
* **Taking inventory as per required**
* **Printing all of the identification stickers of Max’s Products**

**KAWASAKI MOTORS PHILS CORPORATION**

**(Purchasing Department/Warehouse Section)**

**ADMIN STAFF**

**December 16, 2008-May 15, 2009**

* **Issuing all motorcycle spare parts in the production line**
* **Encoding item names into computer as per required for inventory**
* **Taking inventory as per required by warehouse**

**PHILSEVEN CORP.**

**(Warehouse Department)**

**ADMIN STAFF**

**March 18, 2008-July 15, 2008**

* **Encoding item names into computer as per required for inventory**
* **Printing the receipts as per ordered the different store branches**
* **Preparing different high-value items as ordered by different SEVEN-ELEVEN Stores**

**MLM FOODS INC.**

**(Warehouse Department)**

**ADMIN STAFF**

**December 15, 2007-January 15, 2008)**

* **Prepare all products required by branches of FORTUNE BAKESHOP.**
* **Checking all products as per receipt**

**PERSONAL DATA**

**Birthday: November 4, 1987**

**Age: 29 years of age**

**Civil Status: Single**

**Language: English and basic arabic**

**Height: 5’7**

**Weight: 66 kgs.**