

CURRICULUM VITAE A

**RIA**

**RIA.362184@2freemail.com**

Objective

Seeking a challenging position that will enhance my career where I can utilize my skills in and make a significant contribution to your organization with strong work ethics and diligence.

Profile e

With over 4 years of experience as Customer Service from different multinational company in the Philippines and one year experience as a Document Controller in Dubai, UAE. A dedicated, a team player and committed who is capable to perform in a pressurized work environment, a fast learner & good grasping power over new things.

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| Academic Qualifications |  |  |
| **Tertiary** | **: Bachelor of Science in Business Administration** |
|  |  |  | **Major in Human Resource Development Management** |
|  |  |  | Dalubhasaan ng Lunsod ng San Pablo |
|  |  |  | San Pablo City, Laguna Philippines |
|  |  |  | *Graduated: March 2012* |
| Areas of Expertise | : |  |

* Good in oral and written communication using English Language
* Proficient in MS Office Applications (Excel, Word, Power-Point)
* Hardworking, quick-learner, creative, and detailed-oriented
* Can work under pressure with minimal supervision
* Highly motivated with a positive working attitude

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| Work Experiences | g |
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**Document Controller/Receptionist/Secretary**

**Allied Consultants**

**Dubai, UAE**

**May 2016 to present**

* In-depth knowledge of document management, transfer, preservation and maintenance.
* Maintaining Construction drawings log and monitoring the schedules and regular updates of drawing racks.
* Keeping track of all the inward and outward Correspondence.
* Sending & Receiving all project related e-mails.
* Excellent management, communication, organization and interpersonal skills.
* Create and maintain tracker for drawing approval process and technical submittals.
* Follow up with clients / contractor about whether the emailed file has been received and notify them of any delay in response time.
* Record keeping of received and sent letters to the various consultants and other contractors.
* To maintain proper records for all documents whether inside or outside the company.
* Prepare, log and distribute all outgoing transmittals.
* Receive, log and distribute all incoming transmittals.
* Maintain electronic registers for Letters, MOM, Memos, NCRs, RFIs, DCR’s, Reports, Transmittals,

Drawings, DPR, Safety & Quality related documents.

**Customer Service Associate**

**LBC Express Inc.**

**San Pedro City, Laguna Philippines**

**February 2014 – April 2016**

Duties & Responsibilities:

* Attracts potential customers by answering product and service questions; suggesting information about other products and services.
* Opens customer accounts by recording account information.
* Maintains customer records by updating account information.
* Resolves product or service problems by clarifying the customer's complaint;

**Inventory Controller**

**Electroworld Inc.**

**Calamba, Laguna Philippines**

**February 2013 to January 2014**

Duties & Responsibilities:

* Monitors and maintains current inventory levels; processes purchasing orders as required; tracks orders and investigates problems.
* Records purchases, maintains database, performs physical count of inventory, and reconciles actual stock count to computer-generated reports.
* Performs routine clerical duties, including data entry, answering telephones, and assisting customers.

**Cashier**

**Ace Hardware Inc.**

**SM City San Pablo, Philippines**

**July 16, 2012 to January 18, 2013**

Duties & Responsibilities:

* Itemizes and totals purchases by recording prices, departments, taxable and nontaxable items; operating a cash register.
* Collects payments by accepting cash, check, or charge payments from customers; making change for cash customers.

Personal Details:

Age : 26 years old

Birthday : September 15, 1991

Birth Place : San Pablo City, Laguna Philippines

Marital Status : Single

Nationality : Filipina

I hereby declare that the above furnished information and details are true to the best of my knowledge and I have the responsibility for the correctness of the above-mentioned particulars.