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| picture | **NORIFEL** **NORIFEL.364806@2freemail.com** |

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| **ADDITIONAL QUALIFICATION** |  |

* + Goal-oriented individual with strong leadership capabilities
	+ Excellent analytical, decision making and communication skills
	+ Organized, Professional, self-motivated and eclectic
	+ Time and stress management, worked under minimum supervision
	+ Positive, pro-active thinking and continuous learning
	+ Having ability to adapt quickly to challenges and changing environment
	+ Multi-task oriented
	+ Experience and Excellent Accounting Knowledge
	+ Experience Secretarial, Clerical , Administrative and Logistics
	+ Excellent Computer Knowledge (MS Word / MS Excel / MS Power Point)
	+ Familiar with billing software (Shade System, Greenrain Messenger)
	+ ACONEX knowledge in dealing with construction documents including drawings.

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| **PROFESSIONAL EXPERIENCES** |  |

Position **SECRETARY/ADMIN ASSISTANT**

Employer **NORGEN ALUMINUM AND GLASS FABRICATION & INSTALLATION WORKS**

Location Naga City, Philippines

Period May 2015 – March 2017

**DUTIES AND RESPONSIBILITIES**

* + Oversee and monitoring all daily activities (From Documentation, Materials Preparation, Fabrication Works, Installation and Bill Collections).
	+ Attending phone call and inquiries
	+ Initiate Plans and Strategy for the business operations.
	+ Marketing works and attend Bidding for particular projects.
	+ Preparation of Contract Agreement, letter and necessary correspondence related to the business operations.
	+ Taking Actual Site Measurements of all Openings as based on my Costing Computation and Quotations Amount submit to the Client for approval and confirmation.
	+ Manage the cash flows, employee payroll and accounts payable.
	+ Secure all business required documents and compliance.
	+ Look for Subcontractor to perform some of the fabrication works to meet with the target schedule for installation.
	+ Approved materials request and control.
	+ Set a target completion date for the fabrication works and installation works to be done.
	+ Oversee and monitoring of vehicles and equipment maintenance.

Position **ACCOUNTANT GENERAL / ADMIN. OFFICER**

Employer **SHIFA AL EMARAT HOME HEALTH CARE**

Location Al Ain, UAE

Period January 2013 – March 2015

**DUTIES AND RESPONSIBILITIES**

* + Prepare payroll on monthly basis – Cash and WPS.
	+ Monitoring daily attendance and time sheet.
	+ Handle Petty Cash and Replenishment
	+ Monitoring cash advances and leaves of Employees
	+ Maintain confidential files and records of Employees
	+ Deals with DAMAN / THIQA Insurance
	+ Responsible for sending request for approval, renewal and/ or cancellation of approval.
	+ Responsible of billing, invoicing, submission and re-submission of insurance claims.
	+ Prepare Statement of Accounts
	+ Bank reconciliation and other payments.
	+ Consolidation of monthly reports.
	+ Responsible for providing administrative and clerical services (prepare letter, memo and emails), do PRO works like processing employment visa of employees and other Labor and immigration concerns.

Position **OFFICE SECRETARY / DOCUMENT CONTROLLER**

Employer **Thye Chuan Engineering Construction Co. Pte Ltd**

Location Singapore, Singapore

Period December 2010 – December 2012

**DUTIES AND RESPONSIBILITIES**

* Task to support Project Manager for his daily activities by performing both office secretary, document control and admin works.
* Task to prepare letter, memo, transmittal, report and minutes of meeting.
* Attend telephone calls and inquiry.
* Task to Check and attend In-Coming Emails and Send Reply as required and as per the Instruction of my Direct Officer In-Charge. Assist Managers for the preparation of Various Reports pertaining of the Construction Works.
* Responsible for the documents control/manage and handling of electronic files to register documents using company’s electronic Document systems.
* Assign document reference numbers and codes as per document categories and company standard procedures for the documentation.
* Maintain Electronic Register Log for Out-Going and In-Coming Documents and Drawings.
* Prepare transmittal and cover letter for the outgoing documents and drawings.
* Received In-Coming Documents either Hardcopy or Softcopy (Print) then Stamp with Received, then stamp with distribution matrix with ticks of the concern inidividuals whom related with the issues within the organization by emails and hand carry hardcopy.
* Maintain Organize Filing System for both Hardcopy and Softcopy Files with corresponding File Box Labels such as Drawings (Architectural, Structural and MEP), Specifications, Manuals, Material Submittal, Request for Information, Method Statement, Site Inspection Report and other important documents related to the construction project.
	+ Scan Documents to be Uploaded in Electronic Document Management System.
* Uploading and submit documents via Electronic Document Management System.
* Checking and update drawings for latest revisions and superseded the old revision.
* Maintain Backups for all Files every one week end to avoid damage, deletion and alteration of Files.
* Store and safe keeping of documents soft and hard copy files in traceable and accessible place including drawings.
* Handle site Personnel Files
* Check Contract Agreement for Suppliers and other services hired.
	+ Handle Petty Cash and Replenish.

Position **DOCUMENT CONTROLLER /SUPPLY COORDINATOR**

Employer **Designers Hub - AL SHAMSI ENTERPRISES LLC**

Location Dubai, U.A.E.

Period August 2007– October 2010

**DUTIES AND RESPONSIBILITIES**

* + Maintain Electronic Register Log System for In-Coming and Out-Going Documents.
	+ Maintain Organize Filing System both Hardcopy and Softcopy Files with corresponding File Label.
	+ Preparation of letter to Client and Suppliers.
	+ Preparation of Transmittal Sheet to Client for Approval.
	+ Check and Maintain Updated Revisions of Design Drawings.
	+ Task to Check In-Coming Emails and Send Reply as required and as per the Instruction of my Direct Officer In-Charge.
	+ Task to prepare hardcopy submittals to Client for Approval.
	+ Scan Documents to be Uploaded in Electronic Document Management System.
	+ Uploading and submit documents via Electronic Document Management System.
	+ Responsible of processing purchase & sales order local & international
	+ Prepare quotations & estimations
	+ Coordinate with the team the completion of production orders & shipments schedule.
	+ Process & follow up payment to suppliers
	+ Work with suppliers to ensure the product is available and expedite to cover customer demand
	+ Arrange & organize with Freight forwarder for the collection of cargo/shipment.
	+ Arrange shipment insurance
	+ Follow up assigned forwarder agent for expected time of sailing as well as the expected time of arrival to the port of destination.
	+ Update the sales team in advance about the expected time of arrival & delivery of the goods to the customer.
	+ Prepare and monitor import/export cargoes documentation like invoices, packing list, certificate of origin etc. via Air & Sea freight from Asian Countries, Europe &North America.
	+ Monitoring product movement.
	+ Ensure timely and accurate delivery of materials as per master production schedule as well as per inventory materials.

Position **ADMINTRATIVE ASSISTANT / ACCOUNTING STAFF**

Employer **PEPSI COLA PHILIPPINES**

Location Philippines

Period July 2006–July 2007

**DUTIES AND RESPONSIBILITIES**

* + Prepare contract agreement for opening an account.
	+ Consolidation of weekly and monthly sales report.
	+ Monitor daily sales for every routes & areas.
	+ Responsible for order fulfillment / process customer orders.
	+ Prepare quotations.
	+ Issuing Sales & Purchase invoices.
	+ Monitoring customer accounts

Position **PRODUCTION STAFF/ QUALITY CONTROLLER**

Employer **ASUSTEK COMPUTER INC.**

Location Taoyuan,Taiwan R.O.C

Period August 2002–August 2005

**DUTIES AND RESPONSIBILITIES**

* + Responsible of material inventory
	+ Monitoring all the materials used during production period.
	+ Prepare daily production report

Position **AUDITING ASSISTANT**

Employer **SORIANO & ASSOCIATES AUDITING FIRM**

Location Makati, Philippines

Period March 1999 – June 2002

**DUTIES AND RESPONSIBILITIES**

* + Prepare all necessary documents for audit process, check journal, ledger, trial balance, balance sheet and all consolidated financial statement.
	+ Monitoring the daily/weekly/monthly/quarterly/semi-annually and annual financial report of different business entity.
	+ Assist Auditor for the entire auditing process.
	+ Maintain and keep all confidential matter regarding financial transactions.

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| **EDUCATION BACKGROUND** |  |
| **YEAR** | **SCHOOL** | **COURSE** |
| March 1997March 1994 | Universidad De Sta. Isabel, PhilippinesUniversidad De Sta. Isabel, Philippines | Bachelor Degree (Accountancy)Computer Technology (Graduate) |
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| **PERSONAL DATA** |  |

Nationality : Filipino

Date of Birth : 04 January 1976

Civil Status : Married

Place of Birth : Philippines

Visa Status : Husband Visa