MARY

MARY.367998@2freemail.com

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**PROFESSIONAL EXPERIENCE**

**CENTRAL SUPPLY UNIT - CLERK**

Equilife Medical Equipment, Supplies & Services, Inc.

Rental & Sales

1001 President Quirino Ave. 1952 Corner F. Tirona Benitez st. Malate Manila

February 08, 2013 – March 16, 2017

* Inventory of Machine
* Location of machine
* Update Database inventory system
* Update Medical Consumables
* Inventory of Medical Consumables
* Inventory of Machine Parts
* Tagging of different types of machine
* Tagging Different types of Accessories
* Receive International Supplies
* Email Supplier
* Giving Request of Biomed Technician and Respiratory Therapist
* Monthly Inventory Report
* Product Evaluation of Medical Supplies
* Receive Purchased order from different Hospital
* Purchased what we need in our stocks
* Receive calls from different hospital
* Going to different branches for inventory
* Warehouse inventory
* Tracking all the driver for delivery and pull out Machine
* Filling of document
* Report Machines that are defective,condem and working

**ADMINISTRATIVE CLERK**

Mideast Medical Equipment & Services, Inc

Rentals & Sales

2249 President Quirino Hi-way San Andres Manila

December 02, 2008 – February 07, 2013

* Updating Homecare List
* Filling of Different Documents
* Receive and Transferring Calls
* Input Payroll of Office Database
* Calls and Confirms Different Hospital for Machine update
* Making Statement of Account
* Actual Inventory of Machine in different Hospital
* Handle 201 Files
* Encoding Charged Invoice for Statement of Account
* Daily Monitoring of Machine
* Check and Monitoring of Equipment Route

**Community Affairs Assistant II (Computer Trainer)**

City Government of Makati

Office of the Vice- Mayor TDY SK Federation

February 01 – December 31, 2007

* Conduct Training on Basic I.T Application Tools
* Assigned in Different Barangay Computer Centers in Makati
* Teaches Microsoft Office (Word,Excel,Powerpoint and the use of Internet)
* Handling Reports
* Weekly Walk In Users Report
* Monthly Status of Computer Units Report
* Monthly Trainees Report ( Graduates and Drop Outs)
* Semi Annual Reports
* Annual Reports
* Recruitment of Trainees
* House to house Recruitments of Trainee
* Distribution of fliers

**Sales Agent – (outbound**)

Global Call Center

Ground Floor Midland Building Makati City

September 14 – October 03, 2005

* We Sell Internet Yellow Pages in Different Country

**CAREGIVER**

Mr. Ernesto P. Larida

146-B 10 th Ave. East Rembo Makati City

June 21, 2004 – January 10, 2005

* Taking Care of His Son

**CAREGIVER**

Mrs. Carmelita M. Bancud

110 Chico st. Comembo Makati City

January 20, 1999 – April 17, 2000

* Preparing Meals & Feeding
* Taking Care of proper Hygiene
* Playing

**SERVICE CREW**

Mister Donut

Guadalupe Mall, Makati City

August 04, 1999 – January 15, 1998

* Cashier / Staff

**SERVICE CREW**

Wendy’s

Boni Mandaluyong City

* Cashier / Staff

**Education**

System Technology Institute (STI)

Associate in Computer Science

June 1995 – March 1997

Southern Rizal Institute (SRI)

Secondary

June 1994 – March 1995

Comembo Elementary School

Primary

June 1990 – 1991

**SEMINAR AND TRAINING**

* Supply Chain Management
* Housekeeping Service Course
* Gimp2 Photoshop
* The Career Workshop
* Trace Caregiver Training
* Trichet Rehabilitation & Development Center
* St. Colette Special School
* Mother Ignacia Home for Elderly
* Tesda Caregiver NCII
* First Aid Training (standard)
* Basic Life Support Training (Healthcare Provider)
* Maple Leaf Caregiver Training
* Bt. Louis Guanella Center
* Estrellas Home Care Clinic
* Basic Life Support Training (Community cardo Pulmonary Resuscitation)
* Html & E-Commerce
* Java & Oracle
* The I.T. Industry

**PERSONAL DETAILS**

**Date of Birth: October 12, 1979**

**Nationality: Filipino**

**Status: Married**

**Language: Filipino & English**

I Hereby Declare that the above information is true and correct to the best of my knowledge & belief.