**LOREEN**

Email: [loreen.369868@2freemail.com](mailto:loreen.369868@2freemail.com)

CURRRICULUM VITAE

****

|  |
| --- |
| **PROFESSIONAL EXPERIENCE:** |

* I would like to gain as much exposure in any areas of work to enhance my knowledge and skills to prove myself to be a significant to any organization that I employ with.

|  |
| --- |
| **PERSONAL STATEMENT:** |

* Experience in administrative duties, purchasing and handled hotel and travel arrangement, schedule meetings and coordinating with agents and suppliers.

|  |
| --- |
| **PROFESSIONAL EXPERIENCE:** |

* **March 2015 – up to November 2016**

**Office Manager**

**Viking Marines Services**

**Fujairah Free Zone 2, Fujairah UAE**

* Duties and Responsibilities:
* Process visa application and medical insurance of all employees.
* Process application for gate pass, port pass, NOC and others service provider entry permit.
* Handling personnel hotel booking reservation and travel arrangement.
* Conduct new employee orientation
* Process CID clearance of all marine surveyors for the port entry.
* Responsible in ordering of all office supplies, office pantry, stationaries and surveyor’s equipment. Ensuring office is always kept need and tidy.
* Liaised with the operation and agents for the status of the vessel.
* Ensuring all equipment use by the marine surveyor calibrated up to date.
* Maintaining all employee information by entering and updating employment status.
* Maintain up to date filing for the bunker report.
* Responsible for renewal of company license, CID Clearance, port entry provider.
* Provide administrative support to different area of responsibility.
* Raise all necessary documents and ensure all records are managed effectively.
* Arrange the shipping and activities of the courier.
* Responsible for various offices bills and handle petty cash for the company.
* Filling up bank application for all personnel.
* Making a service call for technical problem
* Maintaining office correspondence and application as applicable.
* Provide secretarial support organizing, formatting, printing information, answering phone and relaying message.
* Schedule all personnel on vacation and arranging driver for dropping/ picking up the airport.
* Arrange meeting, conference and travel reservation of all personnel.
* Maintaining confidentiality and protect operation by keeping human resources information confidential.
* **December 2012 – March 2015**

**Medical Clerk**

**Fujairah Hospital**

**Fujairah, UAE**

* Duties and Responsibilities:
* Arranging the files of Inpatients upon admission and discharge and dispatching to the file section.
* Responsible for informing the In-charge or assistant as required when supplies / resources need to be indented from the store and obtaining them when ready.
* Manage all range of basic clerical and messenger duties as directed.
* Responsible for admission, discharge and transfer in the system (WAREED)
* Responsible in answering and taking messages as appropriate and forwarded to concern physician and nurses.
* Perform typing and taking computer print outs and distributed to any areas as mandated.
* Upon need acting as messenger for the unit to deliver any documents to the various wards, unit and administration.
* Perform other related jobs as assigned by the in- charge and assist computer related jobs.
* **March 2011 – September 2011**

**Purchaser**

**Cityscape Hotel**

**Subangdaku Mandaue City, Philippines**

* Duties and Responsibilities:
* Analyzed price proposal, financial reports which is made by each hotel department to determine reasonable prices.
* Negotiate contract on behalf of the hotel
* Meet with the staff and vendors to discuss defective and unacceptable goods, items or services and determine the corrective action.
* Maintain the records of each items bought, cost product performance, inventories and deliveries.
* Evaluate and monitor the contracts to be sure that the vendors and supplies comply with the terms and condition and to determine the needs for changes.
* Work out agreements with supplier us to when products will be delivered.
* Evaluate supplier based on price, quality and speedy delivery.
* Responsible for distribution of all the goods to each department requested.
* Attend trade shows, meetings and conference to learn about new industry trends and make contact with suppliers.
* **January 2008 – February 2009**

**Admin/ Accounting Clerk**

**C & T Water Enterprise Corp.**

**Maguikay Mandaue City, Cebu Philippines**

* Duties and Responsibilities:
* Establish and maintain suppliers accounts
* Ensure transaction are properly recorded and entered in to a computerized system
* Manage the filing, storage and security documents
* Manage the repair and maintenance of computer and office equipment
* Respond to inquiries and maintain insurance or health coverage.
* Supervise customer services and respond to customer inquiries.
* Oversee and administer the day to day activities of the offices: develop policies, procedure and system which ensure productive and efficient office operation.
* Organize and facilitates meetings, conferences and other special events.
* Performs miscellaneous job- related duties as assigned.
* **January 2007 – January 2008**

**Purchasing Officer**

**Shemberg Marketing Corporation**

**JP Rizal Street, Basak Mandaue City, Philippines**

* Duties and Responsibilities:
* Responsible to source, negotiate and purchase goods, services, materials from local and oversea vendors.
* Evaluate vendor’s quotation to ensure that they are in line with the needs as required.
* In charge daily operational purchasing needs such as planning, issuing and following up on the purchase order delivery and shipments schedules.
* Responsible in advising in internal and external on issue regarding purchasing term and conditions.
* Evaluate supplier performance based on quality, delivery time and best prices and ensure all the needs are met according to the department needs and expectations.
* Responsible for implementing internal procurement strategies to cater to high delivery and shorty lead of requirements.

|  |
| --- |
| **EDUCATIONAL ATTAINMENT:** |

* College :Bachelor Degree of Commerce Major in Banking and Finance

University of San Jose- Recoletos

Magallanes Street, Cebu City Philippines

1997- 2002

|  |
| --- |
| **INFORMATION TECHNOLOGY:** |

* Windows
* Internet and scanning
* Microsoft Office: Word, Excel, Outlook, PowerPoint

|  |
| --- |
| **PERSONAL SKILLS:** |

* Quick learner
* Ability to deal with people diplomatically
* Cooperative and work with others

|  |
| --- |
| **PERSONAL PROFILE:** |

Date of Birth : March 11, 1980

Age : 36

Gender : Married

Religion : Seventh Day Adventist

Citizenship : Filipino

Visa Status : Husband Visa

|  |
| --- |
| **REFERENCES:** |

Will be furnished upon request

|  |
| --- |
| **DECLARATION:** |

I hereby declare that all information and facts given above are true to best of my knowledge and belief.

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

**LOREEN**

Applicant

Availability of Joining: within a week