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**MARIA**

[**MARIA.372017@2freemail.com**](mailto:MARIA.372017@2freemail.com)

**PROFESSIONAL PROFILE**

A successful retired military personnel with twenty-four (24) years and six (6) months experience and training in military career, a hardworking and with necessary skills and abilities for the job that may suit to my capability and expertise. An organized, resourceful, personable and fast learner, that can do multi- tasking jobs that surely enable to fill the position and take pride of the outcome and see to it that it exceeds my superior’s expectations. An asset to the company.

**OBJECTIVE**

To work with an organization where I can continuously learn in the pursuit of achieving functional excellence, thus getting maximum job satisfaction and optimum career growth. Can execute effective time management system and share it to my colleagues to help the company achieve its goals and objectives.

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**CAREER SUMMARY**

**Employer : 1BRO Philippines Inc.**

**Designation: Marketing Plan Presenter and Speaker**

**Product Consultant and Evaluator**

**Duration :** January 2015 – December 2016

**Job Description**:

● Contact potential customers or distributors for our company’s products

● Give presentations to people I’ve set an appointments with

● Learn and introducing all about the company

● Learn and Introduce the marketing and compensation plan

● Planning and organizing promotional presentations

● Introducing New Products information and latest promotions

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**Employer : Armed Forces of the Philippines/Philippine Navy**

**Designation: Logistics and Supply Assistant Chief/Chief**

**Duration :** June 2012- 31 December 2014

**Job Description**:

● Manage the transfer of the goods or the services of the company

● Monitoring and supervising stocks, supplies, warehouses and forward

Services control

● Providing on time deliveries of logistics supports and supplies to sub units

With in time bound and efficiencies

● Conducting Inventories

● In Charge in Distributions and Turn-Ins of Items/Goods

● Conducting Plans and reports and to keep the Commander inform re

logistical and supply matters

● Follow up orders and requests to suppliers

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**Employer : Armed Forces of the Philippines, AFP Medical Center**

**Designation : Admin and Operation Chief/ Hospital Billing and**

**Medical Insurance Chief**

**Duration :** April 2001- June 2012

**Job Description**

● Responsible to all administrative support as well as morale and

welfare of the personnel.

● Conduct Clerical duties and provide various admin support to employees

● Conduct and prepare accomplishment reports and morning reports

● Keep the Commanding General updates re admin, operations matters

hospital activities, morbidity and mortality as well as the 10 causes of

leading diseases and caused of death and hospital statics.

● Responsible to all accomplishment reports of the medical center.

● Responsible to inpatients hospital billing, reimbursements and Medical

Insurance.

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**Employer** **:**  **Armed Forces of the Philippines, The Naval Procurement Office**

**Designation: Admin Chief and Public Bidding Chief**

**Duration :** 1994-2001

**Job Description**

**●** Responsible to all administrative support as well as morale and

welfare of the personnel.

● Conduct Clerical duties and provide various admin support to employees

● Conduct and prepare accomplishment reports and morning reports

● Keep the Commanding General updates re admin and public bidding

matters

● In charge in scheduling of public bidding dates and venues and participants

● Monitoring of the result of public bidding and conduct official reports

● Responsible in making of Bids of Awards/Certifications and contract of

Project

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**Employer : Armed Forces of the Philippines, Phil. Navy Computer Center**

**Designation: Computer Programmer and Data Entry Chief**

**Duration :** March 1991- 1994

**Job Description**

● Computer Literacy Instructress to military personnel students.

● Responsible in making of Philippine Navy Personnel Payroll Program

● Assistant Programmer in System Management Department

**QUALIFICATIONS**

● Store Keeper

● Can type 120 word/minute

● Data Encoder

● Can work under pressure

● Can work minimal supervision

● Ability to learn quickly

● Ability to use time management

● good motivator

● Strong Negotiating Skill

● Approachable and Professional Appearance

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**EDUCATIONAL BACKGROUND**

1985-1987 B. Computer Junior Secretarial Administration,

Central Collegegs of the Philippines

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**KEY I.T. SKILLS**

Computer Programmer, Microsoft Office/Word, Power Point, Excel and Internet

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**INTEREST AND ACTIVITIES**

Travelling, Internet Browsing, Movies, Swimming