

***KRISANTA***

***KRISANTA.375330@2freemail.com***

**OBJECTIVE**

Seeking a suitable opportunity to work and develop with a reputed organization in order to establish the value of my expertise & experiences to optimum level and facilitate career growth.

**WORK EXPERIENCE :**

***Marketing Staff*** November 23, 2015 – August 18, 2017

SUN MACHINERY & TRADING INC.

Philippine Representative Office – Paranaque, Metro Manila

*Responsibilities:*

* Prepare and send proposals to qualifying companies on import/export opportunities.
* Prepare and coordinate import and export documentation.
* Monitor containers from ports to destinations to ensure shipments arrive on a timely basis.
* Coordination with other departments.
* Other duties that may be assigned.
* Mostly work at home.

***Commercial Executive (Logistics)*** July 15, 2013 – October 22, 2015

CNS MIDDLE EAST GENERAL TRADING LLC

Dubai Silicon Oasis, Dubai, UAE

*Responsibilities:*

LOGISTICS / OPERATION DEPT.

* Purchase required materials received from clients.
* Responsible for searching vendors which offered low cost of materials.
* Monitoring / ensuring to get all the ETA of the ordered materials.
* Preparing the documents needed for customs (INV-PL, Delivery Advice, Transfer of Ownership, BOE)
* Coordination between the vendor and client.
* Preparing Purchase Order, Invoice, Delivery Note, Receipts, Cheques.
* Checking through the books of records as if the orders and the services provided in time or the books of accounts are up to date.

* Coordination and provide logistics support to on-going air, land, sea or rail operation in the area.
* Controlling the inventories of the materials in stock.
* Supervise staff as required.
* Responsible for the plans and to organize work and to be resourceful and use initiative.
* Maintaining effective working relation and forwarding agents and transporters.
* Responsible in handling the complaint s of some customers about the supplied goods or service provided to them.
* Responsible for designing and developing standard operating methods to manage logistics operations efficiently by preparing and publishing the OPERATION TRACKING REPORT every week.
* Responsible for collecting the payments from the clients if the work is full done.
* Responsible for preparing the Start Up report to be send to APC (supplier) to do the Start-Up and Commissioning
* Monitoring the projects thru Operation / Service Team every day.
* Collecting the Service Report from Operation / Service Team.
* Responsible for attending the needs of Pakistan / Saudi Branch when it comes to paper works (documents required) and some of their shipments.

ADMIN DEPT.

* Responsible for ordering the office and pantry supplies.
* Responsible for handling the Operations and Admin Budget.
* Preparing the Operations Budget Report and Admin Budget Report.
* Attending as a receptionist by answering calls, entertaining visitors.
* Responsible for preparing the documents needed for CEO visa application.
* Manage documentation and safe keep confidential records
* Monitoring the legal papers of employees such as id renewal, passport, collecting the documents when someone is leaving (bank clearance, resignation letter)
* Responsible for monitoring the cleanliness of the office (pest control update)
* Perform other responsibilities assigned as required.

***Exec. Assistant of CEO/President*** March 26, 2012–January 31, 2013

ERGO CONTRACTS PHILS., INC. Makati City, Philippines

*Responsibilities*

* Keep track and monitor schedule of meetings, flights, contacts of the CEO / President
* Manage documentation and safe keep confidential records
* Communicate all updates and feedbacks from phone calls, emails, and meet ups of business partners
* Prepare necessary reports, logistics and arrange conferences and meetings
* Responsible for assisting the President on all official and/or business related activities.
* Facilitate sending and receiving faxed documents to business support team.
* Coordinate ordering of food during meetings.
* Reminding and monitoring of janitors to ensure that business support areas are cleaned and maintained.
* Routing of business support team reimbursements and liquidations to finance, as needed.
* Prepares summary report of liquidations made on online cash advance system & forwards to finance for replenishment
* Manages and schedules the appointments and activities of the President.
* Other duties that may be assigned.
* Support for CEO/ President, and other Executives.
* Coordination with other departments.
* Make an Internet research for President.
* Oversee day to day office operations.

***Administrative Assistant*** Jan. 24, 2011 to Jan 23, 2012

PETITS PAS NURSERY

Doha, Qatar

*Responsibilities*

* Reporting directly to General Directress
* Attending as a receptionist by answering calls, entertaining visitors.
* Assisting parents like helping them carry the bags of their kids up to their cars, or if they are waiting in the reception area, be the one who will going to pick up their kids in the class.
* Assisting teachers in the class if there is no available Cleaners or Assistant Teacher
* Assisting teachers by giving them the materials they need in the class
* Monitoring and checking the Staff Attendance
* Monitoring and checking all the Staff’s Mobile
* Checking the Attendance Sheet of all classrooms (Both English and French Section / 16 classes)
* Calling the parents of absent students from English Section to know the reason why they are absent.
* Picking up the other kids from the other school.
* Taking pictures mostly during birthdays and if there is a special activity inside and outside the nursery (fieldtrips, etc.)
* Collecting pictures of each babies and preparing the CD’s to be given to their parents.
* Preparing the LPO
* Monitoring the legal papers of employees such as id renewal, exit permit (if needed), collecting the documents when someone is leaving (bank clearance, QTEL clearance, resignation letter)

* If new employee is hired, responsible for: (preparing forms that needs to fill up, ask their important details, prepare attendance sheet, their rooms in the accommodation, uniforms and etc.)
* Preparing all the forms such as employees attendance sheet every day, staff mobile phones, safety signature for the parents form)
* Completing all the staff documents to be put in the file
* Sending the menus, regulations, health regulation or any messages to the parents via email.
* Monitoring and Ordering the office / nursery supplies.
* Monitoring the cleanliness of the Nursery such as classrooms, hallways, gyms, playing areas. (Bldg 1 and 2)
* Responsible for the monitoring / following up of maintenance in the nursery such as the pest control every month, pest control in Manager’s villa, swimming pool , A/C’s , trampoline, garden maintenance, printing materials, printers, photocopier, fire extinguishers.
* Taking orders to the respective Suppliers. (for printing materials, cleaning materials, hygiene etc)
* Controlling the inventories of the materials in each class every 4 months, stocks and the purchased materials to be inputted in the excel
* Handling the maintenance issue in the villa. Responding the ladies concerns such as A/C problems, light problems, etc
* Perform other responsibilities assigned as required.

***Marketing Assistant& VP-Executive Secretary*** Feb 2009 to Aug 2010

TEL-TRADE COMMUNICATION & DEVELOPMENT INC. Makati, Philippines

*Responsibilities*

* Update WAR (Sales & Orders) weekly
* Handles incoming and outgoing shipment
* Process the documents needed in the shipments such as NTC and Certificate of Identification
* Monitor the status of payments for the brokerage
* Gather information of freight forwarding companies through internet
* Create project progress monitoring chart
* Prepare project data base
* Handles marketing request such as venue booking for presentation, hotel for principals.
* Arrange travel tickets and logistics
* Monitor the whereabouts of the marketing staff
* Attend marketing meeting and provide the Minutes of Meeting.
* Responsible for the monthly General Staff Meeting ( a venue, agenda, topic to be discuss, emcee, provides the Minutes of Meeting)

* Responsible for the reports such as First Quarter Review, Mid Year Review and Planning Session (a venue, agenda, emcee)
* Monitor the attendance of the employees, compute late and absences to be given to accounting department every end of the month
* Monitor and Order office supplies
* Report the status of internet connection, any problem occurs to Bayan Tel.
* Responsible for incoming and outgoing emails
* Process orders or information requests received via voice, web form or e-mail.
* Assist visitors and entertain them
* Perform other responsibilities assigned as required
* As a secretary of Vice President, responsible to monitor VP’s schedules, meetings
* Handle phone queries

*Previously Assigned Tasks as* ***RECEPTIONIST*** Dec 2008 to Feb 2009

* Perform complete functions at reception including telephone switch board
* Perform designated clerical/administrative tasks
* Responsible for welcoming of visitors and professionally provide them with the ushering service
* Well-versed in answering general calls coming in the office, screen them and direct them to the proper extension.
* Responsible for taking messages from caller
* Receives booking request through mails/calls
* Coordinates with the Security team in all cases
* Responsible for taking care of the cleanliness and appearance of the reception desks, coffee tables and all the area
* Monitor the attendance of the employees, compute late and absences to be given to accounting department every end of the month

***General Sales Assistant*** Mar 2008 to July 2008

BEAUTY WALK PERFUMERY, DUTY FREE FIESTA MALL

Parañaque City, Philippines

*Responsibilities*

* Assist Customers
* Evaluate personal performance and take responsibility for own development to maintain target sales.
* As a promoter, must maintain target sales.
* Attend brand training to learn initial and updated to the new product.

***Store Owner*** Nov 2007 to Jan 2009

RAP 3G CELLPHONE REPAIR & ACCESSORIES

Parañaque City, Philippines

***Store Owner*** Nov 2007 to Jan 2009

AK’S PICK & FRY

Parañaque City, Philippines

**HIGHEST EDUCATION**

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| **BS COMMERCE MAJOR IN MANAGEMENT** |  Graduated 2006 |
| UNIVERSITY OF PERPETUAL HELP SYSTEM – DALTA |  |
| Las Pinas, Philippines |  |
| **BS COMMERCE MAJOR IN FINANCIAL MANAGEMENT** |  Year 2000-2003 |
| COLEGIO DE SAN JUAN DE LETRAN |  |
| Manila, Philippines |  |

**SKILLS**

Dynamic, result driven and a dedicated team player, who possess excellent correspondence, interpersonal, analytical, communication, client convincing, comprehensive problem solving, capable to handle challenging assignment, staff supervision, management and computer skills.

Proficient in MS Word, MS Excel, PowerPoint, MS Office, Adobe/Acrobat Reader, Knowledge in Internet.

**TRAININGS & SEMINARS**

March 2005 Job Hunting Seminar

University of Perpetual Help System - Dalta

November 2004 Higher Educations Role in Enhancing the Competitiveness and Medium

Enterprise in Creating Job

University of Perpetual Help System - Dalta

July 2005 – May 2006 On-The-Job Training

Encoder – Human Resource Development

University of Perpetual Help System - Dalta

**PERSONAL INFORMATION**

Date of Birth: September 17, 1983

Place of Birth: Manila, Philippines

Nationality: Filipino

Religion: Roman Catholic

Status: Married

**REFERENCES**

Available upon request.