**ALIE BOY**

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**PROFILE SUMMARY**

For the Past (8) Eight years of experienced as a responsive, career-minded professional with proficient knowledge for the post of Sales Executive, HR Officer, Purchasing Officer in a Company Shipping Services provider and Logistics Company. My objectives are to enhance more my profession with leadership and relationship-building capabilities, seeking new challenges where my experience can be utilized to give righteousness with my chosen career and to satisfy every task delegated to me. With strong communication skills, dedicated and always work with heart, passion and perseverance. Capable of working independently but can also work as a team to help collectively with time management to achieve the goals of the company to become successful Business.

**QUALIFICATION**

**Bachelor’s Degree In Information and Communication Technology**

CFCST Cotabato Foundation College of Science and Technology

Doroluman, Arakan, North Cotabato Philippines

**WORK EXPERIENCES**

**2012 – 2017 - IRS EASTERN INCORPORATED**

(Km 12, Sasa Davao City Philippines ) in Reefer parts Supply(Carrier, Daikin, Thermo king, Star cool,) Container Storage, Machinery & Structural Container repair & Shipping Services.

**SALES EXECUTIVE CUM ADMIN (2014-2017)**

* Preparation of sales quotes
* Assist in preparation of proposal documents
* Acceptance of projects processing
* Processing sales invoices, receipts and payments
* Researching the target market and finding companies to target.
* Attending meetings with potential customers and closing sales.
* Ensure a constant stream of sales.
* Working to monthly sales and revenue targets as set by the sales manager.
* Progressing towards activity targets and KPI’s set by the sales manager.
* Entering all required data for sales onto the company system.
* Creating invoices and sending out to customers following a sale.
* Updating the Inventory of available parts and inputting information on customers.
* Following up with past customers and cross selling products (Cold Storage).
* Providing assistance for selling off-hire containers.
* Consolidates Parts Movement for all satellites(Manila, Davao, CDO, Gensan, Panabo)
* Following up on leads generated by other departments.
* resolving queries from customers for the obsolete parts

**HR OFFICER CUM PURCHASER**

* Management of personnel records
* Coordination with accountant in relation to salaries and taxes
* Bookkeeping of payroll transactions, other investments, and employee loans
* Helping draw up plans for future personnel needs
* Operating pay and benefits policies
* Counselling staff about any problems they may have, either at work or personally
* working closely with various departments, increasingly in a consultancy role, assisting line managers to understand and implement policies and procedures;
* liaising with a range of people involved in policy areas such as staff performance and health and safety;
* recruiting staff and checking application forms, shortlisting, interviewing and selecting candidates;
* developing and implementing policies on issues like working conditions, performance management, equal opportunities, disciplinary procedures and absence management;
* advising on pay and other remuneration issues, including promotion and benefits;
* negotiating with (Department of Labor, Vehicles Renewal, Fire & Safety Inspections)
* administering payroll and maintaining employee records;
* interpreting and advising on employment law;
* dealing with grievances and implementing disciplinary procedures;
* Collects all approved requisitions evaluated for purchase order processing according to Departmental request.
* Reviews approved purchase requisitions that can be consolidated.
* Checks validity order, payment terms, delivery schedule and budget account charged
* Processes all purchase orders in queu for review and signature of the approval of the General Manager
* Generates Purchase Orders processed
* Collects all vendor invoices and match the same with corresponding purchase orders

**2011- 2012 MRAY TRANSPORT & LOGISTICS CORPORATION**

(Davao Branch Lougemar Village Old airport Road Km 10 Sasa Davao City Philippines, in Logistics, trucking, Container Yard, container repair)

**HR OFFICER CUM ACCOUNTING IN-CHARGE**

* Assist operation Supervisor to maintain relation and communication with client and employees.
* Handle office and daily Operation which include secretarial duties
* Produce monthly billing invoice (Brigantine Philippines, OOCL, KLINE,CMA,HANJIN,)
* Coordinate with supervisor and managers to update Operation Status.
* Account Payables (Profit & lose)
* Handling Admin Concern
* Secure cash on hand liquidated

**2009-2011 APL (American President Line)- NDC TERMINAL INC.**

(Area II km 12 Sasa Davao City Philippines, in Container yard, reefer & dry van repairs, parts services)

**DATA MANAGEMENT TEAM LEADER/ Estimator**

* Produce monthly billing for;(APL – Box washing, Chassis Repair, Container repair)
* Produce monthly billing for other client:
* OOCL, K-LINE,PIL,HAJIN,NYK, HAPAG LLOYD,EVERGREEN,
* Account payable:
* GAVAN, DDIS,WELDEX,DICGC,MEGA GAS
* Purchase order stock (consumables for repair & office supplies)
* Handling admin concern (payroll ,loans payables)
* Produce repair estimates for APL container repair.
* Daily inventory APL Container, Chassis, Tires damage and available container for their Bookings
* Update APL Container Yard status / Supervised Operations
* System encoding APL Daily Production

**OTHER ACHIEVEMENTS**

**PC OPERATION NC II (TESDA)**

* For having completed the competency requirements under the Philippine TVET qualification and certification system in the following competency;
* Participate work place communication
* Work in a team environment
* Practice career professionalism
* Practice occupational health and safety procedures
* Apply quality standards
* Operate a personal computer

 **TRAINING/ SEMINARS**

**TOOL IN MOUNTING QUALITY EDUCATION**

* Active participation during the seminar at ICT department march 19, 2007

**WEB DEVELOPMENT WORKSHOP SEMINAR**

**EQUIPING STUDENT TO SURVIVE**

* For being enthusiastic in involving yourself during ICT day with the theme ‘ICT Education” your eagerness toward strengthening the information and communication technology endeavors is being cherished.

**SKILLS & PROFICIENCY**

* Computer literate (MS WORD, EXCEL,POWERPOINT,OUTLOOK)
* Can work in a Team, working under pressure and can do multi-tasking (Flexible)
* Easy to learn and willing to be trained
* Payroll and Timekeeping Management
* Resourceful on Operations Handled
* Time Management
* Ability to form working relationships with people at all levels

**PERSONAL INFORMATION**

Nationality : Filipino

Birth place : Magpet, North Cotabato

Birth date : 06 July 1988

Status : Single

Height : 5’9

Weight : 75 kls

**I hereby certify that all of the above information is true and correct to the best of my knowledge.**

**ALIE BOY**

**APPLICANT**