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**MARIVIC**

[*Marivic-24072@2freemail.com*](mailto:Marivic-24072@2freemail.com)

**Summary*:*** *Highly motivated Office, Admin Secretary and Logistic Assistant with experience in efficiently completing and coordinating administrative and operational tasks. Avid learner able to adapt to and leverage new technologies and systems; Prioritizes and completes multiple tasks simultaneously and following through to achieve project goals; Engages complex problem solving, time management, and prioritization skills to meet administrative needs and company sales/operations. Organized and diligent with a sincere commitment to exceptional customer service, honest work and teamwork*

**Work History**

**Middle East FZE**

Jebel Ali Free Zone, Dubai, UAE

Sept. 10, 2017 – April 30, 2019

***Job Description/Responsibilities****:* ***Logistic Assistant / Sales & Documentation /Company IT In charge***

* *Responsible for monitoring import and export process to ensure compliance with regulatory and legal requirements*
* *Maintaining, arranging and facilitating all the arrangements for the transfer of goods.*
* *Analyze the financial impact of proposed logistics changes, such as routing, shipping modes, product volumes or carriers.*
* *Communicate effectively with the clients, couriers and other operational departments.*
* *Analyze the feasible cost effective way of transportation (sea, air or road ) in the best interest of the company.*
* *Coordinate with suppliers, vendors, customer with regards to price / process / procedures to execute objective of logistics.*
* *Collaborate with other departments to integrate logistics with business systems or process, such as customer, sales, order management, accounting and shipping*
* *Responsible in preparation of proforma invoice, sales and purchase contract for client and supplier, mailing (soft & hard copies) to our clients and suppliers.*
* *Arrange and coordinate contracts, shipments and other related government documents such as Certificate of Origin, Transfer of Ownership, Inspection certificate and Delivery Advise.*
* *LC preparation, application, approval and checking.*
* *Credit and Debit Note issuance to the client, suppliers and with internal records for accounts.*
* *Secure and maintain accurate documentation such as invoice, packing list, BL and Certificate of Origin submitted to the bank as well as for shipment purposes.*
* *Prepare and summarize monthly sales report as well as the shipment processed in the month.*
* *Coordinate with the accounts department in preparation and finalizing monthly internal accounts system such as sales and purchase slip, debit& credit notes and others.*
* *Maintain and update commodity price list (selling and purchase price) including updated libor rate, and payment terms.*
* *Responsible in all IT company jobs and maintenance with coordination in our regional office and to our head office in Japan.*

*(PC troubleshooting, internet, printers, photo copying machine, fax machine, system support and applications)*

* *Responsible for company’s IT refurbishment to Dubai Municipality, approval and disposal using electronic system.*
* *Answer phones promptly and uses good judgment to prioritize the distribution of messages in a timely manner*
* *Provide general administrative and clerical support including mailing, scanning, faxing and copying.*
* *Maintain Outlook calendar (s) in current and accurate status.*
* *Schedule and coordinate meetings, appointments, travel arrangements, hotel and restaurant bookings for clients, Directors, Managers and Supervisors. Prepare meeting materials. Assists guest and clients.*
* *Monitor office supply inventory and completed or scheduled maintenance of all office equipment in order to avoid malfunctions.*

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**NIK General Trading LLC**

May 8, 2016–August 31, 2017

The Citadel Tower, Business Bay, Dubai, UAE

***Job Description/Responsibilities****:* ***Logistic Coordinator***

* *As Import/Export Logistic Coordinator who carry out all functions with regard to the order management, providing assistance to the Export Logistic Coordinator in checking the Letter of Credit against the quoted products.*
* *Responsible to secure all the upcoming shipment, import/ delivery of all items maintained in the system with accuracy and complete details (cost price, sizes details, quantity, colors, deliveries and stocks)*
* *Provide documentation to the customers, Bill of Lading, LC, Certificate of Origin, Invoice, packing list, and other government required documents within the stipulated timelines as recognized by management. Used to provide accurate information regarding the full details of shipment using Synthesis type of system.*
* *Perform costing of all import shipments for goods in transit in the consignment database.*
* *Check and verify Freight Forwarder's invoices for both imports & exports, obtain approval from respective department Head and forwards these to Finance for payment.*
* *Maintain the general filing system, file all correspondence and project documentation for operations*
* *Assist Accounts team and operations with regards to purchases, discrepancies reports, billings and payments.*
* *Assist Sales team for the orders and other criteria for purchase (partly doing and coordinating purchases)*
* *Manage documentation of import/export custom clearances, Chamber of Commerce and other related required documents when it comes to a shipment.*
* *Handle cost price of selling items, master codes and item purchases master files.*
* *Perform clerical tasks as required by operation manager/division manager.*
* *Assist HR for the recruitment process.*

****Seven Seas Corporation Limited**

Jebel Ali Fee Zone, Dubai, UAE

May 2014 - April 2016 Office Secretary/Admin/Import & Export- in Charge

Feb 2013 - April 2014 Receptionist/Secretary

***Job Responsibilities: Logistic Coordinator/Import & Export***

* *Liaise with international carriers to agree transport costs and ensure the best possible solutions are found to fit the client’s requirements. Ensure freight management system is monitored*
* *Provide and manage documentation of import/export custom clearances, Chamber of Commerce and other related required documents when it comes to a shipment documentation to the customers, Bill of Lading, LC, Certificate of Origin, Invoice, packing list, and other government required documents within the stipulated timelines as recognized by management*
* *Coordinate clearing and forwarding of all imports & exports for the company.*
* *Perform costing of all import shipments for goods in transit in the consignment database.*
* *Check and verify Freight Forwarder's invoices for both imports & exports, obtain approval from respective department Head and forwards these to Finance for payment.*
* *Authorize our freight forwarders to clear the goods in case of direct shipments*
* *Coordinate for inspection and necessary survey in case shipments arrive in open/torn/wet/damaged condition*
* *Authorize the person who should attend during inspection of damaged goods during transit at airport/seaport along with the Insurance company’s’ representative.*
* *File insurance claims and follows up for payments/credit note with the insurance company.*
* *Check and verify freight forwarders invoices for both imports & exports, obtain approval from respective department Head and forwards these to Finance for payment. Stock control and record keeping of all items in warehouse*

***Job Responsibilities: Office Secretary***

* *Maintain G.M’s agenda and assist in planning appointments, board meetings, conferences etc.*
* *Coordinate and arrange flight bookings, hotels, rental cars, meet & assist, events etc*
* *Document preparation import - export.*
* *Process relevant documents for all import-export transactions*
* *Administer all import and export of goods and supervise delivery of all goods and manage distribution of all goods to various geographical locations efficiently.*
* *Oversee handling of all goods and ensure safety in all transportation and design cost effective methods for same and analyze best means of transport for all products as per customer requirement in coordination with the manager.*
* *Maintain subject matter expertise in all import and export operations and provide require classification for same.*
* *Support the sales force with general operations to help reach the team’s objectives.*
* *Contact providers to discuss status of billing, invoices, payments and reimbursement process to ensure account resolution.*
* *Contact insurance providers to verify correct insurance information and get authorization for proper billing & codes.*
* *Supervise billing and collection*
* *Organize files, develop spreadsheets, faxed reports and scanned documents. Create monthly reports and presentation.*
* *Facilitate working relationships with co-tenants, facility management, fire agencies and other government standard business requirement most especially while renewing licenses.*
* *Manage to perform routine tasks related to front 0ffice / reception - Operating switchboard, answering & directing calls, manage walk-in guests.*
* *Manage office required supplies (office, warehouse and others) in a buffer stock.*
* *Petty Cash custodian with the daily accounting operation. Handle employees file, updates and records. Recruitment, post open positions of the company and social media website*

**Casa Mia Interior Design Co.**

Bur Dubai, Dubai, UAE

November 27, 2010 – Feb. 18, 2013

***Job Description/Responsibilities****:****Admin Assistant***

* *Provide administrative support in order to ensure effective and efficient office operations*
* *Provides the full range of secretarial and administrative support to the Managing Director*
* *Helped in organizing, coordinating logistical arrangements and documentations of meetings, project site visit and other related office agenda’s.*
* *Primarily responsible in organizing data to ensure proper recordings of transactions per projects, drawings, plans and layouts*
* *Responsible in 2D, 3D drawings, designs, layout printings and picture’s scanning.*
* *Preparations of catalogs and pricelist for clients.*
* *Stationary supplies custodians, responsible for purchases and payments.*
* *Responsible in receiving emails and forwarding to the concern agenda. Answers telephone and transfer to appropriate staff members.Proper recording and filing of documents are maintained*
* *Responsible to Post Office Box collections. Responsible In office payables and payments and check deposit.*
* *Responsible in heading up the recruitment process. Posts vacancies in a company newsletter or notice board and sets up interviews with acceptable applicants. Responsible to organize, maintain and review personnel records*
* *Performs general clerical duties and other responsibilities required. Maintains confidentiality of work records*

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**Couples for Christ Foundation**

KumintangIbaba, Batangas City, Philippines

May 4, 2008 – April 15, 2010

***Job Description/Responsibilities****:***Office Clerk/Full time worker**

* *Attend training and seminars. Provide administrative support in order to ensure effective and efficient office operations*
* *Provide the full range of secretarial and administrative support to the district servants, missionaries and members.*
* *Help in organizing, coordinating logistical arrangements and documentations of meetings, visit and other related office agenda’s.*
* *Assist leaders and members of the community for its weekly and monthly activities*
* *Prepares data and materials for general assemblies, meetings and missions*
* *Provide extra effort in doing missions regional and local area.*
* *Responsible in maintaining office property and materials in good condition and completion.*
* *Assist in daily accounting operation such as petty cash, disbursement and monthly reports*
* *Attend to visitors and deal with inquiries on the phone and face to face level.*
* *Supply information regarding the organization to the general public, clients and customers.*

**Glass and Aluminum Depot (GAD) Inc**

Nat’l Highway, KumintangIbaba, Bats. City, Philippines

June 1, 2004 – April 30, 2008 **(Purchasing Office**r)

July 2, 2003 – May 24, 2004 **(Sales Executive)**

***Job / Responsibilities:***

* *Perform routine purchasing duties in support of the buying activities, such as securing price quotation and placing order following prescribed procedures.*
* *Responsible to consider price, quality, availability, reliability and technical support when choosing suppliers and merchandise.*
* *Evaluate supplier, negotiate contracts and take review product quality.*
* *Analyze price proposals, financial reports, and other information to determine reasonable prices*
* *Negotiate contracts on behalf of their organization*
* *Attend meetings, trade shows, and conferences to learn about new industry trends and make contacts with suppliers*
* *Meet with staff and vendors to discuss defective or unacceptable goods or services and determine corrective action*
* *Evaluate and monitor contracts to be sure that vendors and supplies comply with the terms and conditions of the contract and to determine the need for changes*
* *Maintain and review records of items bought, costs, deliveries, product performance, and inventories*
* *Work out agreements with suppliers, such as when products will be delivered*
* *Maintain, revise and update commodity catalogue, make inventory of stocks and/or purchase order files.*
* *Process change orders or routine contract changes.*
* *Prepare and monitor monthly, quarterly and annually inventory results with regards to its quality and description.*
* *Handle master listings of all items (purchasing and inventory) in reconciliation with external auditor.*
* *With extensive experience in using of computerized purchasing, inventory system.*
* *Maintain knowledge of current sales and promotions, policies regarding payment and exchanges, and security practices.*
* *Travel arrangement, LPO, inventory and delivery management. Customer Service*

**Provincial Government of Batangas**

**PACD Office, Capitol Site Batangas City**

(CONTRACTUAL)

***Job Responsibilities:*** *Public servant (Messenger)*

* *Deal with queries from the public and customers and as community*
* *Answer telephone, screen and direct calls. Take and relay messages*
* *Provide information to callers. Ensure knowledge of staff movements in and out of organization*
* *Monitor visitor access and maintain security awareness*
* *Provide general administrative and clerical support. Prepare correspondence and documents*
* *Receive and sort mail and deliveries. Schedule appointments.*
* *Maintain appointment diary either manually or electronically*
* *Organize conference and meeting room bookings. Co-ordinate meetings and organize catering*
* *Monitor and maintain office equipment. Control inventory relevant to reception area*
* *Tidy and maintain the reception area*
* *Attend to visitors and deal with inquiries on the phone and face to face.*
* *Supply information regarding the organization to the general public, clients and customers.*

**Training/Seminars & Certificates**

**SOJITZ Code of Conduct & Ethics**

Training and Competence Certificate

Thomson Reuters ACCELUS

**International English Language Testing System (IELTS)**

American College of Dubai, Al Gharhood, Dubai UAE

September 2018

**Spoke English Course (Advance- for IELTS review)**

SVARNA Training Institute

Al Khaleej Centre, Mankhool St. BurDubai, Dubai, UAE

May –August 2018

**Heart-saver First Aid CPR AED Program**

CEDARS, Jebel Ali Hospital, Dubai, UAE

2014 & 2016 Seminar

**Environment, Health and Safety (EHS) Training**

**Ports, Customs and Free Zone Corporation (**2015)

Government of Dubai, Trakhees, Jebel Ali Free Zone, Dubai, UAE

**Arabic Language and Culture Familiarization**

St. Marys Catholic Church Dubai, UAE

**Accounting for Non Accountants**

**Basic & Office Management**

**FILIPINO DIGERATI ASSOCIATION DUBAI**

Under the auspices of Philippine Consulate General and POLO OWWA in Dubai

**Mandarin Language Training and Culture Familiarization**

Department of Labor & Employment (Overseas Workers Welfare Administration Republic of the Philippines) Blas F. Ople Development Centre Cor .Solana & Victoria Sts. Intramuros, Manila

**Housekeeping, Chambermaid, In-house Hotel Management Training & Caregiver Course**

SSN INTERNATIONAL AND LANGUAGE CENTER INC. 2150 San Andres Ext. St. Sta. Ana, Manila, Philippines

**Computer Based English Proficiency**

TESDA Regional Training Center-CALABARZON

P. Herrera St., Batangas City

**Core Competencies**

* *Continuous education, personal credibility, creative thinking , innovative, client service*
* *Flexibility, Influence, Initiative, Decision-making, Leadership, Management skills*
* *With strong negotiation skills, time management skills and organized. Multi-tasking*
* *With knowledge and experience in JAFZA (Jebel Ali free Zone) Custom Documentation and Import & Export / Logistics*
* *With knowledge in E-mirsal, Dubai Trade Portal, Chamber of Commerce, and some other Dubai Municipality procedures*
* *With knowledge and working experience in visa processing’s in and out of free zone company*
* *With knowledge and experience in basic Auto-cad.With accounts and office management, Customer Service experience*
* *Undergone Environment, Health and safety training (EHS) and First Aid CPR AED Program*
* *Computer Literate- MS Office (Word, Excel & power-point), Documentation expertise.*
* *With IT jobs knowledge and experience.Work experience in Sales and Purchase*
* *With more than 10 years working experiences in abroad (Taiwan and UAE)*
* *Can speak basic Mandarin & Arabic Language*

**Organization /Affiliation Group**

**Filipino Community (FILCOM)**

**RDIM** (Research, Documentation and Information Ministry)

Writer and Community Representative, St. Mary’s Catholic Church Dubai, UAE

**Catholics For Family & Life Member/pillar of CFC FFL (CFC-FFL)Dubai, UAE UAE Servant Council**

Pastoral Formation – portfolio (2015-2017)

**Education**

**University of Batangas, Capitol Hills, Batangas City, Philippines**

Bachelor of Secondary Education (BSED) – Certification

Bachelor of Science in Business Administration (BSBA)- on going

**Information Technology**

Genetic Computer Institute, Batangas City, Philippines