**ROLYN**

[**Rolyn.370509@2freemail.com**](mailto:Rolyn.370509@2freemail.com)

**Position Desire : Admin Staff/Office Staff/Customs Documentation/Cashier/Any vacant**

**position that could fit my knowledge and skills**

**OBJECTIVE:**

To be part of a company/organization that suitable to to present skills and abilities to attain its objectives.

**SKILLS:**

* Knowledge in MS Office Applications and other Computer Applications

MS Word

MS Excel

MS Outlook

Trade System (company application)

CRM System

Internet Sourcing

* Data Entry (Typing 49WPM)
* POS machine
* Sales

**EMPLOYMENT EXPERIENCE:**

**\*Evaluation and Data Processing Staff cum Admin Staff**

CHIP 1 EXCHANGE ELECTRONIC COMPONENTS FZE

**June 24, 2014 – June 2017**

Operations & Facilities Center

Dubai Silicon Oasis, Dubai UAE

**Job Description and Responsibilities:**

* Data Entry of Offers in Dubai and Germany Trade and CRM.
* Data Entry of Erai Reported part alert
* Clean up XS lists for Trade import
* Analyze and Evaluate XS list for possible Bid
* Clean up of XS lists; incoming stock; and evaluated lists for import
* Updates / Imports List to Data Base Daily
* Help Admin Officer for some office tasks.

**\*Notarial Clerk**

Von Rodriguez Law Office

February 2014 – April 2014

Subic Bay Freeport Zone Olongapo City Philippines

**Job Description and Responsibilities:**

* To witness and authenticate signatures, administer oaths.
* Verify signatures and take affidavits.
* Embossed seal or stamp that verifies his or her presence at the signing of a particular document.
* Logs the documents number and series by respective book.
* Keep documentation of all notarized document.
* File and log the documents to respective documents number, book and series.
* Perform other tasks that may assigned.

**\*Customer Service / Cashier**

Editha’s Camp Site

January 16, 2013 – February 22, 2014

Pundaquit, San Antonio Zambales, Philippines

**Job Description and Responsibilities:**

* Received payments from guest.
* Issued receipts to guest.
* Assist guest to their respective cottages and location to the camp site.
* Prepare Daily Income Report.
* Remit income and deposit to the respective Bank account
* Perform other tasks that may assigned.

**\*Data Encoder / Keyer**

S-Corp. Philippines, Inc.

January 13, 2011 – April 28, 2011

Subic Bay Freeport Zone Olongapo City Philippines

**Job Description and Responsibilities:**

* Compare data with source documents, or re-enter data in verification format.
* Compile, sort and verify the accuracy of data before it is entered
* Maintain logs of activities and completed work.
* Store completed documents in appropriate locations.

**\*Administrative Officer**

Freeport Service Corporation

May 01, 2008 to September 20, 2010

Subic Bay Freeport Zone Olongapo City Philippines

**Job Description and Responsibilities:**

* Prepares contracts, Notification Of personnel Action (NOPA), correspondence, and monitor personnel movements of department concerned.
* Responsible in personnel management such as employee selection, transfer, promotion, trainings and other personnel related matters.
* Updates / examines / employee files to document personnel actions and to provide information for payroll and other uses.
* Process employment applications and assists in other employment activities.
* Process employees benefits such as SSS, TIN AND HMDF.
* Process employees available Vacation Leave and Sick Leave.
* Timekeeper
* Perform general tasks of Human sourcing.

**\*Sr Human Resources Mgt. Officer**

Freeport Service Corporation

November 05, 2001 – April 30, 2008

Subic Bay Freeport Zone Olongapo City Philippines

**Job Description and Responsibilities:**

* Prepares contracts, Notification Of personnel Action (NOPA), correspondence, and monitor personnel movements of department concerned.
* Responsible in personnel management such as employee selection, transfer, promotion, trainings and other personnel related matters.
* Updates / examines / employee files to document personnel actions and to provide information for payroll and other uses.
* Process employment applications and assists in other employment activities.
* Process employees benefits such as SSS, TIN AND HMDF.

**\*Assistant Section Chief-Treasury (Cashier)**

Freeport Service Corporation

July 01, 1996 – November 04, 2001

Subic Bay Freeport Zone Olongapo City Philippines

**Job Description and Responsibilities:**

* In the absence of the Section Chief, as authorized and allowed, performs the responsibilities of the Supervisor.
* Review and correct, if error in computation if remittances before forwarding to chief for approval.
* Prepares monthly report such as report of collection (all facilities) and analysis of requested.
* Supervises and assists activities of workers in maintaining safe-deposits boxes.
* Check daily remittance income report from field cashiers, office cashiers and FSC Cafeteria.
* Check financial reports, bench mark report, daily report and other internal reports made by the Treasury Section to be submitted or forwarded to Budget Section.
* Compiles collection, disbursement, and bank reconciliation reports.
* Total and summarized funds received, endorses checks, and prepare bank deposit slip.
* Prepares financial reports for management.

**EDUCATION:**

Year graduated **:** April 2001

College : Ramon Magsaysay Technological University

Degree : Bachelor of Science in Business Administration

Major in Management

**PERSONAL DATA**

* Nationality : Filipino
* Marital Status : Widowed
* Visa Status : Employment