

Cherrie Mae D. Marcojos

Flat 11, Bldg. 1863, Road 3036, Block 430
Karbabad, Seef District, Bahrain



EXECUTIVE PROFILE

Qualified Secretary with over ten years of varied administrative work experience and four years as a Personal Assistant with proven ability to handle and manage office environment; Possesses effective organizational skills in addition to the willingness to work above and beyond the call of duty. Possesses a well-rounded personality and a positive work attitude.

COMPETENCIES

In-depth knowledge of Microsoft Office suites and internet | Quick learner of new software applications | Working knowledge in CANVA.

| Word processing – Ability to type 50wpm; 93% accuracy | Proficient in spelling and grammar | Professional verbal/written communication skills | Excellent organizational skills | Confidentiality | Planning and Time management | Initiative | Reliability

WORK BACKGROUND

Secretary/Personal Assistant to Director

*Bahrain Gas – Tubli
January 2013 To Current*

Provides administrative support mainly to the Director including correspondences, typing, information research, filing & taking telephone messages. Keeps reminders & maintains Director's schedule and calendar. Arrange & confirm appointments

Organizes and coordinates meetings, conferences, travel arrangements.

Takes Minutes of the Meetings (Board Meeting, LPG Sales Meeting, LPG Distribution Meeting, Home Appliance Sales Meeting, FSE Sales Meeting)

Manages Company's Social Media Accounts – Instagram & Facebook (from designing to daily posting)

Stationery In-Charge (from ordering to distribution)

In-charge in the online permit application for every Sale/Promotion.

Assists Home Appliances and Maintenance Division in the Sales Orders creation and in generating Sales Invoices.

Performs other administrative or office duties as required or as assigned from time to time.

LANGUAGES

Tagalog, English, Korean (Intermediate Level)

CONTACT INFO

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Secretary

*Jasmis Corporation – Saar Office
November 2010 To November 2012*

Directly reporting to the Business Development Manager
Assists in product research and testing.

Performs Receptionist duties.

Petty Cash Fund Custodian

Works with Purchasing Department:

- Contacts vendors by telephone, fax or email to obtain quotations on price, terms and delivery schedules;
- Negotiates the best vendor terms, pricing and delivery and making sure that supplies and raw materials are not bought at excessive cost.

ACADEMIC SUMMARY

University of San Jose Recoletos
Cebu City, Philippines

Bachelor of Arts : Mass Communication , 2001

Saint Joseph College
Maasin City, Southern Leyte,
Philippines

High School Diploma : High School, 1997

AVAILABLE DOCUMENTS

Passport

Number: P1326607B1 Issued on April 3, 2019

Place of Issue: PE Manama

Expires on April 2, 2029

Driver's License

Number: 801302986

Expiry Date: August 17, 2025

PERSONAL PROFILE

Age	:	40 years old
Birthday	:	May 25, 1980
Gender	:	Female
Marital Status	:	Married

Customer Service Representative

APAC Customer Services, Inc. - Tacloban City, Philippines

September 2009 To February 2010

Handles Inbound Calls to subscribers from All over North America

Ensures First Call Resolution to every subscriber's concerns

Assists subscribers in the activation, billing, and other issues of their accounts with Sirius/XM Satellite Radio

Ensures quality and excellent customer satisfaction in every call

Assistant Cash Custodian

Motortrade Nationwide Corporation - Maasin City, So. Leyte Philippines

October 2006 To September 2009

Centralize control of collection.

Prepares notes and collection report

Receives cash or check payments from customers

Issues Official Receipts for every corresponding IN collection payments. Assigns OUT collection Official Receipts to the credit counselors

Safekeeps cash counted, sealed undeposited collections inside the vault at the end of the day

Prepares customer's account ledgers and Regularly updates customer's payment records. Regularly monitors -customer's payments

Monitors Postdated check payments and prepares Monthly Bounced Check Monitoring Report

Safekeeps and Monitors other accountable forms like Sales Invoices, Delivery Receipts, Asset Stock Movement Forms, Debit/Credit Memo, Receiving Receipts etc.

Prepares Closed Accounts Release Papers and Debit/Credit Memo.

Counsels customers with arrears on their accounts.

Registration fund In-charge- Maintains registration revolving fund.

Branch Secretary

Motortrade Nationwide Corporation - Maasin City, So. Leyte Philippines

May 2001 To September 2006

Regularly Monitors and Updates Motorcycle Units (Brand New and Repossessed) Pricelists

Facilitates and Assists customers/prospect buyers inquiring the motorcycle units.

Prepares Sales Documentation both Cash and Installment and submits thereof to Head Office.

Monitors stock inventory movement - F.I.F.O. basis

Safekeeps customers' documents and Motorcycle units TBA's (tools, batteries, accessories, manual etc.)

Petty Cash Fund Custodian - disburses money for daily branch expenditures, prepares petty cash reimbursement statement and submits to Head Office for replenishment of fund.

Repossessed units fund custodian - disburses money for repossession units' repair, prepares repossession fund reimbursement statement and submits to Head Office for replenishment of fund.

Prepares daily, weekly, and monthly Sales Inventory Reports for both Brand new and Repossessed units.

Prepares Repossessed Unit Price Reduction requests to Head Office. Prepares correspondences or communication letters.

Warranty In-charge - facilitates warranty concerns of customers and coordinates with Suppliers.

Spearheads marketing activities and price monitoring to competitors.