

# 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

## LANGUAGES

Tagalog, English, Korean (Intermediate Level)

## CONTACT INFO

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## 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.

### 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 repossessed units' repair, prepares repossessed 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.