

Michael Addison S. Cruz

PERSONAL DETAILS

Mobile: 66639237

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Address: Bldg 298 Flat 53, Road 330 Sh. Isa Avenue, Block 309 Alsalmانيyah, Manama, Bahrain

Date of Birth: October 19, 1989

Nationality: Filipino



PERSONAL SUMMARY

- Outstanding organizational, Communication and Office Management skills that will be beneficial in performing my job.
- Proactive and possess a proven ability to generate innovative ideas and solutions to problems.
- Excellent interrelationship skills enable me to communicate with the team well and complete tasks assigned even under pressure.

WORK EXPERIENCE

ADMINISTRATIVE ASSISTANT

(November 2019 to April 2020)

Talal Abu Ghazaleh & Co. International

Building 1002, Road 5121, Block 351, Suwayfiyah, Kingdom of Bahrain

Contact Reference: Sijo Varghese

Tel. No: +973 37778121

- Prepare new proposals for prospective clients.
- Prepare reappointment letters for existing clients.
- Provide a report for the proposals sent on monthly basis.
- Prepare the audited financial statements for all clients.
- Upload the audited financial statement online through SIJILAT.
- Prepare various letters to banks and government agencies.
- Secure quotation from at least three suppliers for purchase requisition.
- Process local purchase orders for approved suppliers.
- Secure and replenish stationery inventory.

SECURITY MANAGER / DOCUMENT CONTROLLER

(January 2018 to October 2019)

Contrack Watts International

Wind Tower, Office # 22 2nd Floor Block 317 Bldg. 403, Rd. 1705, Manama, Kingdom of Bahrain

Contact Reference: Ayman Ayad

Tel. No: +973 35301431

- Manage and oversee documents that also ensure the proper documents are created and signed.
- Proper documentation such as storing and creating back up and proper handling of the documents that are uploaded in RMS (Resident Management System.)
- Responsible in checking/handling the necessary documents for the application of the Base Pass of the personnel inside the Navy/Army Base.

TRANSACTION SERVICES ASSOCIATE

(August 2015 to September 2017)

Citigroup Business Solutions Pte. Ltd34th Street, Bonifacio Global City, Philippines

Contact Reference: Rose Anson Lim

Tel. No: +63 9086703049

- Responsible for the Post-Dated Check process wherein performing daily reconciliation of Return Checks, Daily Maturity and Other Bank Ledger/General Ledger Monitoring
- Validates request from certain individuals and performs different task such as Macro encoding, PDC Pullout, Refund Overpayment, PDC for Regularization, Payment Posting.
- Processes different kinds of checks.

TRANSACTION PROCESSING ASSOCIATE

(June 2013 to August 2015)

Accenture Inc.

Global One Building, Eastwood, Quezon City, Philippines

Contact Reference: Florencio Peralta

Tel No: +63 9498895060

- Provides full range administrative duties
- Responsible to perform activities associated with key task, coding benefit plan design on certain system.
- Validates the adjudication results from one system to another to ensure the results mirror those previously achieved within the source system. Testing claims to prove coding is based from what the clients' intent.
- Conducts database management
- Performing scenario-based testing methodology that uses test members and claims to target specific adjudication scenarios to ensure that the claims are adjudicating properly.

CREW CHIEF

(September 2007 to December 2011)

McDonald's Company

Ever Gotesco Commonwealth, Philippines

Contact Reference: Shiela Metre Mangaring

Tel: +63 9466943914

- Supervised, evaluated and conducted In-House training to crew staff and newly hired personnel.
- Served as an all-around crew and ensured that a good customer relationship is maintained within the work premises.
- Responsible for food safety and production caller.

EDUCATION

2010 - 2013	Bachelor of Science in Information and Technology Our Lady of Fatima University Quezon City, Philippines
2002 - 2006	Diploma, Secondary Roosevelt College San Mateo, Philippines
1997 - 2002	Diploma, Elementary San Mateo Elementary High School San Mateo, Philippines

SEMINARS & TRAININGS ATTENDED

13 December 2009	Man of the 21st Century: Issues and Challenges	Quezon City, Philippines
28 September 2011	Techtutor	Manila, Philippines
13 April 2012	Career Enhancement Program <i>Enhancing of Communication Skills, Office Management, Business Ethics, Computer Programing, Networking, Troubleshooting and Cyber Ethics.</i>	Quezon City, Philippines
18 August 2012	Zenzic Seminar <i>Cloud Computing</i>	Pasig City, Philippines
25 August 2012	Linux Day <i>Linux Desktop, Server Application, Tribbox Linux, Linux for Enterprise Computing, Making Music in Linux And KahelOS Linux</i>	Pasig City, Philippines