

MARIA BERNADETH P. CASTRO

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WORK EXPERIENCES:

Falcon Multi Services LTD (Bahrain)

Oil and Gas training center

Add: Flat 604, Bldg.95, RD 1702 Blk 317, Diplomatic Area Kingdom of Bahrain

Position: Center Manager / Business Development Manager

Department: Office Department

Tenure: Nov 12, 2019 – Present

Responsibilities:

- Directly reporting to Chairman and Director of Operations.
- Coordinates to the Head Office for all Bahrain concerns.
- Handles LMRA, SIO, SIJILAT portals and other government related online issues.
- Handles the application for Ministry of Labor (MOL) license to train.
- Coordinates to the clearing document consultant in providing all the documents needed for the MOL project.
- Coordinates with the client's payment and keep updated with the invoices tracking report.
- Hotel reservations
- Files important documents like company and employee profiles, invoices etc.
- Prepares all the training documents needed by trainers.
- Requests and prepares the certificates after the training and sends photos to the Head Office of the training.
- Searching clients for us to provide training.
- Assist the training team for booked training courses.

MANGO (Bahrain)

Stiller Agency for the Supply Workers W.I.I (AL Azzam Group)

Add: Seef Mall Manama, Kingdom of Bahrain

Position: Secretary / Sales Associate (Retail-Brand)

Department: Branch Department

Tenure: May 7, 2018 – Nov 10, 2019

Responsibilities:

- Greeting customers, responding to questions, improving engagement with merchandise and providing outstanding customer service.
- Operating cash registers, managing financial transactions, and balancing drawers.
- Achieving established goals.
- Directing customers to merchandise within the store.
- Increasing in store sales.
- Superior product knowledge.
- Maintaining an orderly appearance throughout the sales floor.
- Introducing promotions and opportunities to customers.

- Cross-selling products to increase purchase amounts.
- Updating sales reports.

Stores Specialists Inc. (SSI)

Pottery Barn Warehouse

Add: 74 Elisco Road New Solid Bldg. Warehouse 2&3, Kalawaan Pasig City

Position: Documentation Staff

Department: Warehouse Department

Tenure: November 2, 2015 – March 2, 2018

Responsibilities:

- IMS / Inventory Monitoring Sheet reports (daily)
- Monitors inventory and stock on hand
- Prepares documents for daily delivery
- Prepares daily delivery reports
- Update SOF reports / customer purchases and monitors customer delivery
- Coordinates to store personnel regarding status or availability of the items
- Uses JDA system in preparing picking lists, packing lists and MTS and update the inventory stock in the system.

Stores Specialists Inc. (SSI)

Add: 4/F Midland Bldg. 403 Sen Gil Puyat Buendia Makati City

Position: Data Encoder / Merchandising Staff Assistant

Department: Merchandising Department

Tenure: October 2010- November 2015

Brands: Makeroom, Salvatore Ferragamo, Anne Klein, Sinequanone

Responsibilities:

- Prepares weekly and monthly sales report
- Monitor's inventory and stock on hand per store
- Ensures that all merchandise is released on time to their respective stores.
- Tracking and prepares request for funding/check payments of merchandise and non-merchandise local and abroad.
- Prepares the PO upon approval of quotation by our immediate superior.
- Tracking of arrivals
- Coordinate with the store staff regarding memos or any merchandise concerns.
- Dissemination of memos, quotas and visual merchandising guidelines.
- Generate reports thru IAS
- Uses JDA system in encoding merchandise items.
- Attends to store set-ups and offsite sale events.

S.D. Arandia Accounting Services

Add: 10th Street Pacita Complex San Pedro, Laguna

Position: Office Staff

Department: Book keeping Department

Tenure: May 2010 - September 2010

Responsibilities:

- Bookkeeping
- Right hand of the owner.
- Liaison jobs
- Collects payment of our clients for their Taxes and company services fee.

- Encodes invoices using Basic Quick Book program
- Filling and sorting of important documents of our clients

Metro Main Star Asia Corp. (Mall of Asia)

Add: SM Central Business Park, Bay City, Mall of Asia Complex, Pasay City 1300

Position: Customer Service Assistant (Department Store)

Department: OCS Department

Tenure: September 2007- September 2009

Responsibilities:

- Assigned at different concierge or information area
- Selling prepaid cards
- Guide and answers our customer to their mall concern specially on locations
- Assigned at the bill payment and ticket net

EDUCATIONAL ATTAINMENT:

TERTIARY: TECHNOLOGICAL UNIVERSITY OF THE PHILIPPINES
Km. 14 East Service Road, Taguig City
Computer Engineering Technology
2004-2007

SECONDARY: DR. ARCADIO SANTOS NATIONAL HIGH SCHOOL
Parañaque
2000-2002

SIGNAL VILLAGE NATIONAL HIGH SCHOOL
Signal Village, Taguig City
2002-2004

ELEMENTARY: Dr. A. CARDONES MEMORIAL SCHOOL
Former: SIGNAL VILLAGE ELEMENTARY SCHOOL ANNEX-1
Friendship St., Signal Village, Taguig City
1994-2000

PERSONAL DATA:

Age : 34 yrs. old
Date of Birth : March 05, 1987
Languages Spoken : English, Tagalog
Nationality : Filipino
Father's Name : Bernardo A. Pinera (deceased)
Mother's Name : Elizabeth P. Pinera

“I hereby certify that the information written above is true and correct.”

Maria Bernadeth P. Castro

Applicant