**Iries A. Baluyut**

Road 231 Block 302, Manama Bahrain

Contact No: +973 367-86847

Email Address: eiries23@gmail.com

**CAREER OBJECTIVE**

 To obtain a challenging position in your company that will further increase my capabilities in operation and analysis, in which will also be essential to the growth and development of the company.

**STRONG POINTS**

Willing to be trained, friendly and can easily adjust to any type of environment, flexible and hardworking.

**SKILLS**

* Intermediate skills in Microsoft Office Applications (Word,Excel, PowerPoint)
* Basic knowledge in Oracle Business Suite & SAP
* Basic knowledge in Computer Hardware & Software Repair
* Fast learner and attention to details
* Can be able to communicate in English

**Work Experience**

**Ebrahim K. Kanoo BSC(c)**

*Automotive Company*

Manama Bahrain

August 18, 2019 – Present

**Office Assistant**

 Internal Audit Department

**Duties and Responsibilities**

* Maintaining cleanliness of the office
* General Administrative
* Assisting the department in filing and formatting Audit reports using MS Powerpoint
* Salesman incentive verification
* Downloading and scheduling of reports in Oracle

**Panasonic Manufacturing Philippines Corporation**

*Home Appliance Company*

Rizal, Philippines

June 28, 2017- July 15, 2019

**Promoters Control/Admin Assistant**

Trade Marketing Department –

 Retail Management Team

**Duties and Responsibilities**

* Assist the trade marketing manager in maintaining sales promoters headcount in all branches
* General Administrative
* Coordinating with accredited manpower agencies regarding recruitment of sales promoters
* Processing of account receivables of manpower agencies
* Verification of the payment invoices sent by the agencies
* Timekeeping of sales promoter’s DTR
* Verification of Salesman Incentive and reimbursements

**Unilab Inc.**

*Pharmaceutical Company*Mandaluyong City Philippines

October 27, 2011 – December 31, 2016

**Administrative Assistant**

Marketing & Operations Support Services Department

**Duties and Responsibilities**

* Processing of payment checks for MD Speakership and sponsorship
* Process vendor accreditation in the company software
* Inventory of short dated medicines for samples
* Assist brand managers in Marketing activities
* Filing of documents
* Encoding of Patient Records

**Educational Background**

**ICCT Colleges Foundation Inc.**

Rizal, Philippines

**Bachelor of Science in Business Administration**

Major in Information Management

May 2017

**Personal Information**

Birthday : March 23, 1993

Nationality : Filipino

Religion : Christian

Civil Status : Single

Height : 165.1 cm

Weight : 147 lbs.

Father : Crisolito Baluyut

 Farmer

Mother : Mildred Baluyut

 Housewife

**Character Reference**

Available upon request.