

EDNA RON MARILLA

Address: Al Qaryah, Bahrain

Email:ednabh2016@gmail.com

Mobile #: +97338028100



A self motivated individual with strong organizational, interpersonal and communication skills. A fast learner with a knack for accomplishing task efficiently, economically, creatively and diligently.

KEY SKILLS AND COMPETENCIES:

- 5 years' experience in the field of Manpower Recruitment.
- Knowledgeable in surfing the net, Microsoft Office such as MS Word and Excel.
- Knowledge in LMRA system applying for visa (housemaid and skilled)
- Knowledge in Philippines documentation process of Filipino workers.
- Dealing with sponsors inquiries and complaints.
- Action oriented.
- Attention to detail.
- Knowledge in accounting and bookkeeping.
- Skilled in all aspects of cash handling and issuing money orders.
- Ability to maintain confidentiality of records and information.
- Ability to handle people with different personality.
- Can work under pressure.

WORK EXPERIENCE

INJAZ MANPOWER**SECRETARY**

Sitra, Manama Bahrain

October 4, 2016 up to present

- Documentation and applying of visa in LMRA system housemaid and skilled.
- Marketing workers cv to sponsors.
- Review Manpower Request/Job Order and coordinate with the Philippine Agency.
- Arrange interviews with the employer and applicants in the Philippine Agency.
- Coordinates and updates employer and partner offices.
- Make contracts for the skilled and housemaid candidates and verified in Phil. Embassy.
- Maintain records of the deployed workers.
- Performs bookkeeping reports.
- Prepare VAT payment quarterly.
- Make connections with the Agents and registered manpower offices in Africa.

**RICHLAND INT'L MANPOWER
SPECIALIST COMPANY
RECRUITMENT OFFICER**

488 Sunrise Bldg., Unit 308, Pablo
Ocampo St., Vito Cruz Malate, Manila
April 4, 2016 to September 20, 2016

- Interview and assessment of housemaid applicants bound to Jordan.
- Execute job offer employment contract to hired candidates.
- Gather all the documents of the selected applicants and file travel exit clearance.
- Conduct final briefing before deployment.

**HUMAN RESOURCES &
RECRUITMENT AGENCY CORP.
Documentation and Recruitment Staff**

488 Sunrise Bldg., Unit 203, Pablo
Ocampo St., Vito Cruz Malate, Manila
February 2, 2015 up to March 2016

- Review the Manpower Request/Job Order and source applicants as per clients JO.
- Interview and assess prospective applicants & matching them with vacancies at client companies.
- Communicates and give updates to employers.
- Gather all the documents of the selected applicants and file for visa stamping & travel exit clearance.
- Upon release of Travel Exit Clearance candidates are advise to take the Pre-Departure Orientation Seminar.
- Executes job offer employment contract to hired candidates.
- Conduct final briefing before deployment.

CABLELINK & HOLDINGS CORP.

Treasury Assistant

8210 Dr. A. Santos Ave., Sucat
Parañaque City
June 2006 – January 2012

“CASHIER”

- Received payment by cash, check, credit cards and automatic debits.
- Accounts and consolidate all payments from payment centers.
- Bank reconciliation.
- Record daily transactions.
- Issuance, monitoring and inventory of official receipts.

“DISBURSEMENT”

- Prepares and check supporting documents in preparation of check payments to all suppliers and take charge in routing to signatories.
- Monitoring, schedule and releasing of payment of all payables: salaries, cash, cod, installments and foreign remittances.
- Reconciliation and analyzing monthly

cash plan report.

- Filing and other duties that may required.
- Greet customers and compute sales price of purchases by scanning sales tags or typing amount into the system.
- Process payment transactions through cash, check, credit card and vouchers.
- Entertains customer inquiries.

SUPER VALUE INC.

Cashier

Festival Mall Alabang

Muntinlupa City

August 6, 2005 – January 15, 2006

EDUCATIONAL ATTAINMENT

College : Saint Paul's Business School
Bachelor of Science in Commerce
Major in Management Accounting
Tacloban City

High School : Tolosa National High School
Tolosa, Leyte

Elementary : Burak Elementary School
BurakTolosa, Leyte

PERSONAL DATA

Date of Birth : May 25, 1985
Place of Birth : Tolosa, Leyte
Sex : Female
Civil Status : Single
Height : 5'1"
CPR : 851356257