

Maria Sally A. Ilumba
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Current Address: Talisay City, Negros Occidental, Philippines

Objective

Seeking long term employment in an organization where I can grow professionally and further enhance my skills, knowledge and experience.

Strength & Skills

- Ability to perform in multi-task
- Keen to details
- Knowledgeable in Visa
- Knowledgeable in SAP
- Knowledgeable in AS400 (Sales & Distribution System)
- Knowledgeable in Department Migrant Workers (DMW) E-Services System
- Knowledgeable in Gate Pass processing & Tender
- Proficient in MS Office (excel, word, powerpoint, publisher)

Employment History

Receptionist
Al Nasr Holding Co. W.L.L
Doha, Qatar
Oil & Gas, Petrochemical, Power & Water, Car Rental & Fleet Management Metal Recycling
December 19, 2019 - August 28, 2022

Duties & Responsibilities:

- Providing administrative, secretarial and clerical support.
- Prepares and apply for the below security Gate Pass in different site locations as per project or tender site visits:
  - Qatar General Electricity & Water Corporation (KAHRAMAA)
  - QatarEnergy E-gate pass in MESAIEED, RAS LAFFAN & DUKHAN
  - BARZAN CAMP & LEHSHINIYA, AL UDEID & MSHEIREB PROPERTIES
- Prepares Letter of Authority (LOA) documents for submission & application to KAHRAMAA.
- Assist in preparing and purchasing of Tender documents for bidding submission.
- Send Request for Quotation (RFQ) to different clients as per needed in Tender / Project.
- Prepares correspondence letter & invoice as per project.
- Reliever in preparing & sending daily tenders for all departments.
- Process, monitor and coordinate the QID, Health Card & Gate Pass ID renewal of the employees in Head Office and projects handle by Power & Water Division to HR Department.
- Assist to prepare the daily time sheet of the employees handle by Power & Water Division.
- Type and draft emails dictate from the manager of Power & Water.
- Greeting, welcoming guests and providing them with a positive first impression of the organization.
- Directing guests and answering their questions.
- Notifying the Vice Chairman & COO, Managers & staff of visitor arrival.
- Maintaining security and telecommunications systems.

- Complying with procedures, rules, and regulations on keeping a safe and clean reception area.
- Answer and transfer phone calls in a polite and efficient manner; taking and relaying messages; providing information to callers.
- Receiving and sorting mail and packages.
- Manage & coordinating the Meeting Room booking usage reservation.
- Coordinate with other departments for Office supplies purchase request to Procurement Dept.
- Managing digital and hard-copy filing systems.

Documentation Assistant / Liaison Officer
Venture Management Systems Int'l Corporation
Human Resources / Manpower & Recruitment
Paranaque, Philippines
March 03, 2014 -June 28, 2019

Duties & Responsibilities:

- Inform and assist the selected candidates for the required documents needed in order to process their exit documents such as for medical, visa, work permit, OEC and other documents required by his/her employer for their overseas employment.
- Coordinates and endorse with the accredited medical clinic regarding medical examination.
- Follow-up for the medical status and release of the medical certificate of the selected candidates.
- Coordinates with the insurance company for OFW compulsory insurance coverage & policy.
- Apply and process the Overseas Employment Certificate (OEC) and visa application of the selected candidates.
- Schedules, records and endorses workers to authorized agencies for Pre-Departure and /Orientation Seminar (PDOS) and reports to the Department Migrant Workers (DMW).
- Assist the applicants in their document's withdrawal ensuring its proper documentation.
- Responsible in 201- files of the worker.
- Encode the details of the applicants in the databank system.
- Prepares JFA (Job Fair Authority) and SRA (Special Recruitment Activity) request at the Department Migrant Workers (DMW).
- Prepares employment contract, E-tickets, Authorization letters, Affidavit of Consent and Undertaking, Promissory Notes, Memos, Minutes of the meeting,etc.
- Prepares the dispatch documents of the workers before departure.
- Responsible in departure clearance of the workers a day before their flight.
- Filing of files based on the ISO procedures of the company.
- *Liaise in Embassy &* Department Migrant Workers (DMW).
    - Prepares and liaise for Principal's Department Migrant Workers (DMW) Accreditation/Registration & agency accreditation in the embassies in Manila.
    - Prepares documents of the workers; ensuring the details in the Visa are correct and same with the passport of the worker for Visa Stamping.
    - Authorized and responsible in filing the documents of workers with complete requirements for visa stamping and assurance the day of releasing at the embassy.
    - Encodes OFW information in the Department Migrant Workers (DMW) E-services & E-payment systems for OEC.

- Perform another task assigned by immediate superior.
- Client's countries handled, process and deploy accordingly;
  QATAR, KUWAIT, CROATIA, VANUATU ISLAND, PAPUA NEW GUINEA, JAPAN

Accounting Staff
Kawasaki Motors (Phils.) Corporation - Head Office
Automobile/ Vehicle
Muntinlupa City, Philippines
August 05, 2013 - January 14, 2014

Duties & Responsibilities:

- Responsible in ensuring the details of the sales invoice and control or reference numbers are correct.
- Parking the details and processing the request for payment of the warranty claims of the dealers/vendors using SAP.
- Inquiring the chassis number of the sales invoice, date and posting the manager's incentives using AS400 (Sales and Distribution System).
- Filing of Files.
- Perform another task assigned by immediate superior.

Training Attended

On-the-Job Trainee
Philippine Savings Bank
PS bank Center
Paseo De Roxas, Makati City
300 Hours
HRG-Training Dept.
November 16, 2012- January 17, 2013

Educational Attainment

Tertiary : Olivarez College
Bachelor's Degree in Business Administration
major in *Operations Management*
Dr. A. Santos Ave, Sucat, Parañaque City
2009-2013

Personal Information

Age	:	31 yrs. Old
Date of Birth	:	August 19, 1992
Birthplace	:	Manila
Civil Status	:	Single
Religion	:	Roman Catholic
Nationality	:	Filipino
Height	:	4'10
Weight	:	52 kg

Character References

Available upon request.

I hereby certify that the above information is true and correct to the best of my knowledge and belief.

Maria Sally A. Ilumba
Applicant