

MARIA DELIA R. DEODOR



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Objectives:

Seeking a position to utilize my skills and abilities in the Industry, a job where growth prospects are unlimited and individuality is recognized by work, and to achieve professional satisfaction by enhancing my skills through continuous learning whilst meeting higher responsibilities and involving in competent work areas.

SKILLS:

- ❖ Knowledge of Microsoft Word
- ❖ Typing/ Encoding
- ❖ Excel Spreadsheet
- ❖ Auto Cad
- ❖ Power Point Presentation
- ❖ Solid Edge V19
- ❖ Programming for CNC Punching Machine (Lantek Software)

EDUCATION:

Bachelor of Science: Agricultural Business Management (2005)
Mindanao State University: Fatima Uhaw, General Santos City, Philippines

CERTIFICATION/SEMINARS:

- ❖ Entrepreneurship Training Seminar - January 13, 2005
- ❖ Business Planning Seminar - January 06, 2005
- ❖ Leadership Training Seminar - December 16, 2004

ACCOMPLISHMENTS:

- ❖ Administration Clerk at Novablue Industries where I am liable for all important company documents and to coordinate in achieving the desirable suitability in all sides; sales, production, accounts and most important complying commitment to customer. (2011-2017)
- ❖ Sorter Finalist at Century Tuna Inc. where insuring and double checking of packed goods are perfectly all set for shipment is my foremost task. (2007-2008)
- ❖ Team leader of the delivery group at KCC Mall of GENSAN, where important duty is supervising my team to rendered a high quality service to attain customer's satisfaction. (2005-2007)
- ❖ One of the member of (Copra Quality Improvement Process) CQIP TEAM at Cargill Philippines Inc. where main responsibility is to initiate the actual procedure of the new improvise device to be used to improve the product. (2004-2005)

WORK EXPERIENCED:

- ❖ **Novablue Industries – Dubai, Jebel Ali Ind. 3**
Administration Clerk – Sept. 2011 – till present

Responsibilities:

(A) HR & Admin

- ♦ Responsible for circulating all the memos & notices inside the office & in the factory.
- ♦ Sustaining the attendance record of all the staff & workers.
- ♦ Keep track & maintain all the record for company's renewals matter.
- ♦ Full responsible of all the important documents of the company.
- ♦ Monitor the necessity in the company that needs to be acquired.
- ♦ Performing and responsible to take note for all the discussion during minutes of meeting.

- ♦ Responsible to issue all correspondence letters has been instructed by the management.
- ♦ Coordinates with department personnel to discuss needed changes to expedite progressive work.
- ♦ Posting ads for job vacancies in times that the company is in need of staff.
- ♦ Involved in screening all the applicants email and deputize for the manager to select aspiring candidates.
- ♦ Arrange the interview schedule for all shortlisted applicants, which is bound until the hiring process is over.
- ♦ Preparing and organizing company party or any occasions as required by the management.

(B) Sales Coordinator

- ♦ Receive and check customer's LPO to generate work order for production.
- ♦ Counter checks the price and items description as per quotation provide.
- ♦ Liable to notify the customers if their LPO's have any amendments or interruption.
- ♦ Accountable to comply all necessary data and supporting documents needed for delivery.
- ♦ Provide delivery schedule for customer's LPO in accordance to production and sales convenience schedule.
- ♦ Monitor all deliveries are accurately done.
- ♦ Responsible to issue statistical information; MTC, Calculation Analysis, Test Reports & certificates as requested.
- ♦ Perform GRN task of all supplier's D'O and invoices to be given to accounts department.
- ♦ Keep update and maintain records of production flow of work for reporting purposes.
- ♦ Keep track of the entire customer's close LPO to go ahead for the payment collections.
- ♦ Perform GRN task of all supplier's D'O and invoices for accounts records to keep track of the payables.
- ♦ Maintain the daily sales report and all daily transactions.

❖ **Century Tuna Inc. – Philippines, General Santos City**
Warehouse Staff – April 2007 – April 2008

Responsibilities:

(A) Labeling Staff

- ♦ Preparing the product to be labeled.
- ♦ Monitor the production and expiration date code.
- ♦ Coordinate with the machine operator for clearing-up before changing new label for a new product.
- ♦ Check that all the product where perfectly labeled.

(B) Sorter

- ♦ Monitor and ensure that the product was perfectly and labeled properly.
- ♦ Perform the cleaning and wiping out the wrong and improper coding of production and expiration date code.
- ♦ Execute manual labeling and packing of the product.
- ♦ In-charge in checking the exact quantity of product per pack.
- ♦ Finalize all the packed goods, this includes sorting and double checking of the variety, date code and label of product in each pack are same and uniform.

❖ **KCC Mall – Philippines, General Santos City**
Warehouse Staff – Oct. 2005 – March 2007

Responsibilities:

(A) Dispatch Checker

- ♦ Dealing and processing customer orders.
- ♦ Controlling and ensuring orders are process on time.
- ♦ Monitoring and making sure orders are ready and accessible to fulfill and deal problems as they arise.
- ♦ Preparing orders in releasing area and set it all to forward to the customers.
- ♦ Double check, inspects, count and validates the orders before handling it to the customers.
- ♦ Assist customers in checking their order and make sure that goods are correctly serve and forwarded.
- ♦ Make sure that checker and customer signatures are indicated in the order receipt in every transaction.

(B) Delivery Checker

- ♦ Dealing and processing customer orders.
- ♦ Checking and ensuring that all the goods are correct before packing it.
- ♦ Arrange all the packed goods by destination.
- ♦ Ensuring all the goods that are needed are already for loading.
- ♦ Make sure that it is arrange in order to make it easy to unload.

- ♦ Make sure that the quantities of each customer orders are complete to avoid discrepancies.
- ♦ Initiates order or command your team to be careful in loading and unloading the goods.
- ♦ Manage or act as the leader of the delivery team.
- ♦ Act as a supervisor, this include supervising the team in initiating their works to attain customer satisfaction.
- ♦ Assisting the customer in checking their goods that they receive.
- ♦ Monitor all customer orders and deal problems as they arise.
- ♦ Coordinates directly to the office if there problems that are need to be settled.
- ♦ Make sure the checker and the customer signatures are indicated in the order receipt in every transaction.

(C) Delivery Collector

- ♦ In-charge in collecting the delivery payment and make sure that all are collected.
- ♦ Checking the collected payment to avoid fake money and to make sure that the amount to be collected are same with the amount of money receive.
- ♦ Segregate the collected payments of every customer and make sure that it was set aside individually.
- ♦ Breaking down the money from big to small denomination to make it easy during remitting the cash.
- ♦ Remit all the money that been collected.

❖ **Cargill Philippines Inc. – Philippines, General Santos City
Secretary/Personal Assistant (OJT) – March 2004 – Sept. 2005**

Responsibilities:

- ♦ Maintain the neatness and cleanliness of the office.
- ♦ Arrange and organize all the incoming and outgoing documents.
- ♦ Make sure that all documents are forwarded to the manager including letters, notice, bills, payments and papers to be sign.
- ♦ Make sure that all the documents to be sign and needed to be approved are done on an exact time.
- ♦ Assisting the manager in preparing the documents, including making manual copy and visual aid for presentation.
- ♦ Performing and responsible to take note for all the discussion during minutes of meeting.
- ♦ Handling a full responsibility of one of our project focusing on the improvement of our product.
- ♦ Liaising with team, suppliers and clients mainly for the project that within my direction.
- ♦ Responsible for accounts and budgets of our booking transport, accommodation and all expenses related to work and projects.
- ♦ Take charge and contribute to search additional data that the manager needed.
- ♦ Update and inform the manager all activities and schedules, including invitations and phone calls.

❖ **Alkam Reflexology Centre – Philippines, General Santos City
Receptionist/Secretary – May 2002 – Oct. 2004**

Responsibilities:

- ♦ Attending all incoming calls.
- ♦ Entertain all the clients while they are waiting for their appointment.
- ♦ Responsible to forward the calls to the designated department that the callers ask for.
- ♦ Make sure to note down all the inquiry and demand of the callers if ever the concern person is not around.
- ♦ In charge to forward the entire messages that noted from any query, request or complain from any calls to the consent department or person.
- ♦ Initiate to do outgoing faxes to a particular person, company or contacts.
- ♦ Receive all incoming faxes and liable to hand over it to the designated department.
- ♦ Accountable in receiving all courier and forward it to the consent person.
- ♦ Responsible to receive some particular invoices from a particular company.
- ♦ Doing the emailing, making letters that the firm request to do so.
- ♦ Liable to do some of office filling.
- ♦ Responsible to update all the staff for a scheduled meeting or any events of the firm.
- ♦ Responsible to post all memorandum impost by the management.

❖ **Celebes Cooperative Canteen – Philippines, General Santos City
Canteen Crew – March 2000 - April 2002**

Responsibilities:

- ♦ In-charge in opening and closing the canteen.
 - ♦ Maintain the cleanliness of the entire canteen, including inside and outside.
 - ♦ Maintain the arrangement and organize all the display goods and the stock room.
 - ♦ Always cleared up the billing and picking up area for the customer.
 - ♦ Always cleared the kitchen and the washing area.
 - ♦ Always alert and attentive to customer orders especially ready to pick up orders.
 - ♦ Prepare all the goods that are in demand to make it easy to obtain top avoid delay.
 - ♦ Always check and look for a vacant area to be cleared up for the incoming customer.
 - ♦ Assist the customer to figure out their orders if they need help.
 - ♦ Always check the order to be given before the customer leave.
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PERSONAL INFORMATION:

Date of Birth: April 7 1982
Nationality: Filipino
Civil Status: Single
Passport: EB8584982