

ANNA CECILIA A. GARCIA

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Philippines, 1630

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OBJECTIVE

To start my new career and to develop my skills in the field of endeavor as well as to provide quality service to the company who needs expertise.

Work Experience

Purchasing Officer

Purchasing Department

Almana General Hospital,
P.O. Box 311 Al Khobar 31952 Saudi Arabia
(August 14, 2016 up to July 11, 2020)

- Handles materials request received and obtains clarifications from original of request where necessary.
- Invites quotations from suitable vendors.
- Ensures that all quotations contain all essential information from original of time.
- Prepares tabular analysis of all quotations received and finalize selection of vendor in consultation with Purchase Manager.
- Arranges the preparation of purchase orders.
- Reviews and follow-ups all pending orders.
- Reviews reorder level printouts once a month and to coordinate with the warehouse for initiation of purchasing activity for required items.
- Participate actively in preparation of annual orders.
- Obtains samples for approval of the user department whenever necessary.
- Reports and accountable directly to the Purchasing Manager.

HR SECRETARY (Filing Room Section)

Human Resources Department

Almana General Hospital,
King Saud St., Corner 16th Street, Al Khobar, KSA 31952
(July 08, 2010 to August 13, 2016)

- Maintain established departmental policies and procedures, objectives, quality assurance program, and safety standards.
- Maintains records of removed files to ensure that they can be retrieved.
- Traces missing files

- Disposes of obsolete files as directed.
- Encodes the outgoing and incoming files in order to track the whereabouts of the files.
- Responsible for filing all important documents in staff file.
- Keeps the files inside the cabinet and make sure that they are on proper place.
- Sends requested files to the requesting section in HRD only through the HRD messenger.
- Creates and formulates new 201 file of each newly hired staff.
- Returns all the incoming files to their proper places in the filing cabinets.
- Follow up all documents needed to complete the file in every staff according to JCI standard.
- Follow up all documents needed to complete the file in every staff according to CBAHI standard.
- Responsible for all staff file completion of ongoing JCI and CBAHI accreditation
- Performs other duties as assigned by the Asst. Human Resource Director.

ENTRY/VERIFIER OPERATOR

CCK City Network Inc.

5th Floor Summit Tower, Shaw Blvd.,

Mandaluyong City

(February 23, 2009 to April 26, 2010)

- Prepares source data for computer entry by compiling and sorting information; establishing entry priorities.
- Processes customer and account source documents by reviewing data for deficiencies; resolving discrepancies by using standard procedures or returning incomplete documents to the team leader for resolution.
- Enters customer and account data by inputting alphabetic and numeric information on keyboard or optical scanner according to screen format.
- Maintains data entry requirements by following data program techniques and procedures.
- Verifies entered customer and account data by reviewing, correcting, deleting, or reentering data; combining data from both systems when account information is incomplete; purging files to eliminate duplication of data.
- Tests customer and account system changes and upgrades by inputting new data; reviewing output.
- Maintains operations by following policies and procedures; reporting needed changes.
- Maintains customer confidence and protects operations by keeping information confidential.
- Contributes to team effort by accomplishing related results as needed.

DATA ENCODER

National Statistics Office
Ramon Magsaysay Blvd., Sta. Mesa Manila
Philippines
(December 03, 2007 to September 30, 2008)

- Entering data of significant numbers of questionnaires on daily basis.
- Responsible of questionnaires taken from the team leaders.
- Inform data entry team leader any problem related to misunderstanding questionnaires content.
- Coding significant numbers of questionnaires in daily basis.
- Any other task assigned by the supervisor.

ENUMERATOR

National Statistics Office
Ramon Magsaysay Blvd., Sta. Mesa Manila
Philippines
(August 01, 2007 to September 28, 2007)

- Planned work by reviewing assignment area to determine organization of neighborhoods and locate households for conducting interviews.
- Conducted interviews with residents in assigned areas by following stringent guidelines and confidentiality laws.
- Explained the purpose of the census interview, answered residents' questions, elicited information following a script, and recorded census data on forms.
- Assessed quality control levels on selected addresses, determined which samples passed or failed, and maintained records for quality control verification.
- Complied with accuracy standards while maintaining high production rates.
- Maintained records of hours worked, units produced, miles driven, quality control results, and expenses incurred in the performance of duties.
- Met daily with supervisor to review and submit work, and receive additional instructions.

TELEMARKETER

Chinatrust Bank
26th Floor Tycoon Pearl Drive, Ortigas Pasig City
Philippines
(August 2006 to December 2006)

EDUCATIONAL ATTAINMENT

University of Makati

J.P. Rizal Extension West Rembo, Makati City

Bachelor of Science in Computer Science

2002-2006

Fort Bonifacio High School

J.P. Rizal Extension West Rembo, Makati City

1998-2002

Tibagan Elementary School

7th Avenue East rembo, Makati city

1992-1998

SKILLS / ABILITIES

- Computer literate (MS Word, Excel, Powerpoint)
- Can work under pressure with a minimum supervision
- A hard worker, who is eager to learn, accepts directions and willing to invest time and effort to complete a certain responsibility.
- Willing to be trained
- Can work as a team

CERTIFICATES / SEMINARS ATTENDED

- Environmental Care Annual Refresher, (2015)
- Code Red, (February 24, 2014)
- JCI Re- Accreditation Preparation and Survey Activities, (October 05 TO 09, 2013)
- Environmental Care Annual Refresher, (January 23, 2013)
- JCI Re- Accreditation Preparation and Survey Activities, (Oct. 30 to Nov. 3, 2010)
- Heart Saver CPR and AED, (October 14, 2010)
- Environmental Care Annual Refresher, (July 22, 2010)
- Environmental Care Annual Refresher, (September 28, 2010)
- My SQL Seminars and Workshop, (September 2005)
- Local Area Network and Workshop, (September 2005)
- PHP, Python. Pearl, Multimedia, (September 2005)

ACHIEVEMENTS

- Candidates of Best in Thesis (PnMEMPC Automated Membership and Lending System)
- Dean's lister (2004-2006)

PERSONAL DATA

Birth date : February 17, 1985
Birthplace : Pasig City
Gender : Female
Citizenship : Filipino
Civil Status : Single
Father's Name : Reynaldo B. Garcia
Mother's Name : Nena A. Garcia

REFERENCES

Ms. Abegail S. Gallano

Service Officer
RCBC Bank
Shaw Blvd., Mandaluyong City
Mobile No: +639171179092

Ms. Joecelle Esparagoza

Staff Nurse2 (Female Surgical Ward)
Ministry of National Guard Health Affairs,
Dammam, Saudi Arabia
Mobile No: +966530740987

Mr. Philip Mathew

Purchasing Supervisor
Almana General Hospital
Al Khobar 31952 Saudi Arabia
Mobile No: +966509252294

Ms. Maricris Bugna

Purchasing Director Secretary
Almana General Hospital
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