



MARIA ALYSSA C. CORDOVA

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Career Objectives

- To apply my knowledge in terms of office works.
- To share my thoughts to my colleagues whom I will work with.
- To learn new knowledge and skills through process in the real world of business.

Personal Informations

- Birthdate : October 02, 1997
- Birthplace : Pardo, Cebu City
- Age : Twenty-three year old
- Gender : Female
- Height : 5'1
- Weight : Fifty-two kilogram
- Civil Status : Single
- Religion : Roman Catholic
- Citizenship : Filipino

Educational Background

- **College** : **University of San Carlos**
P. del Rosario Street, Cebu City
Bachelor of Science in Business Administration
Major in Executive Resource Management
S.Y. 2017 – 2018
- **High School** : **Advance Institute of Technology, Inc.**
Sangi New Road, Pajo, Lapu-Lapu City, Cebu
S.Y. 2013-2014
- **Primary School:** **Marigondon Elementary School**
MarigondonLapu-Lapu City
S.Y. 2009-2010

Strengths

- Respect others idea
- Honest and dedicated to the job-on-hand
- Quick-minded, eager to learn new things, goal oriented
- Good team player, maintain professionalism with colleagues and co-maker
- Work safely and effectively under pressure and demonstrate flexibility
- Pleasing personality
- Can drive car and motorcycle
- Can handle work over stress
- Willing to learn skills, talents & knowledge

Job Descriptions

- Computer Literate
 - Using Microsoft Word, Excel and Powerpoint
- Event management
- Records management
- Handled telephone calls
- Meeting management
- Payroller
- Can communicate well in English, Tagalog, and Bisaya

Experiences

On-the-Job Training (Inside Campus)

May 02, 2017 to May 31, 2017

University of San Carlos-Counseling and Development Center

Tasks Performed

- Encoding
- Inventory
- Filing
- Handling telephone calls
- Front Desk

On-the-Job Training (Outside Campus)

June 27, 2017 to September 29, 2017

Center for Entrepreneurship and Lifelong Learning

Tasks Performed

- Handling telephone calls
- Handling office visitors
- Inventory
- Encoding
- Filing
- Events management

Human Resource Associate

May 15, 2018 to September 22, 2018

Metro Wear, Inc.

Tasks Performed

- Handling telephone calls
- Handling office visitors
- Encoding Overtime in the system
- Filing
- Events management
- Made Weekly & Monthly Reports

Accounting Staff

September 24, 2018 to January 5, 2019

Metro Ferry, Inc.

Tasks Performed

- Handling office visitors
- Made payrolls
- Checked the sold stubs
- Checked the Sales Report
- Processed permit
- Events management
- Attend Meetings

Personal Assistant/Travel Specialist

August 8, 2019 to February 15, 2020

M&T Voyage Philippines, Inc.

Tasks Performed

- Dealing with correspondence and phone calls
- Made payrolls
- Booking and arranging travel, transport and accommodation to employer and all clients and guests.
- Made Statement of Account to Clients
- Processed permit
- Events management
- Managing database and filing system
- Implementing and maintaining procedures/administrative systems
- Liaising with staffs
- Purchasing of any supplies
- Driving to any destinations or tasked by Employer

HR/Admin/Accounting

February 16, 2020 to January 30, 2021

Beatriz Transportation Services

Tasks Performed

- Payroll Master
- Account Payables
- Account Receivables
- Filing
- Tourist Driver
- Liaison

HR Assistant/Accounting Receivables

February 13, 2021 to Present

Merryland Confectionery Inc.

Tasks Performed

- Payroll Master
- HR Functions
 - Interview Applicants
 - Encode overtime and leaves
 - Update 201 Files
 - Government Contributions
- Account Receivables
 - Counter
 - Collection
 - Issue Delivery Receipt and Acknowledgement Receipt upon collection
 - Filing 2307, Sales Invoice, etc.
 - Monitoring for deposit cheques

Seminars Attended

- ✓ **First Office Administration Convention** on September 25, 2015 at CAP Development Center, Jones Avenue, Cebu City, Philippines
- ✓ **Second Office Administration Convention 2017** with the theme: “**Huge Leaps, Small Steps: Building Competitive Advantage**” on March 4, 2017 at Sacred Heart School, Skills Multi-purpose Hall, General Maxilom Avenue, Cebu City, Philippines
- ✓ **Executive Resource Management Seminar** with the theme: “**On the Road to Excellence: Enhancing Professional Presence of Office Administrators**” on February 24, 2018 at United Shalom Hotel Services, Inc., 85 Osmeña Boulevard, Cebu City, Philippines
- ✓ **Career High** with the theme: “**Millennial: Conquering the Corporate Arena**” on March 23, 2018 at Dingman Hall, University of San Carlos-Downtown Campus, Cebu City, Cebu, Philippines.