

# Ninia Serrano

Mabalacat  
[niniams@yahoo.com](mailto:niniams@yahoo.com)  
0915 351 1699

## Work Experience

---

### **Operations Manager**

MS Blue Suds Laundry Shop, Angeles City  
March 2014 to Present

Job Description:

- Plans and Direct daily laundry operation.
- Monitor Daily Sales, Inventory and Laundry Report.
- Monitor and ensure quality of finished transactions.
- Conduct budgeting, purchasing, payroll, forecasting and inventory control.
- Market services, prepares and presents proposal to Clients.

### **Document Controller**

Peregrine Development International Incorporated  
January 2013 to July 2013

Position: Document Controller

Department: Construction Management

Project: The Medical City, Clark Global City, Philippines

Company: Peregrine Development International Incorporated

Date: January 2013 - July 2013

Job Description:

- Ensure effective implementation of project specific procedures in documentation.
- Ensure timely processing of incoming and outgoing submittals and correspondence.
- Maintain Drawings, records, reports and other project-related documents.
- Provide construction team members and other relevant departments with updated drawings, specifications and other related documents.
- Maintains and manage document registers.
- Responsible for archiving drawings and other project-related documents through Construction database system.
- Responsible for circulation, monitoring of documents for information and approval.

### **Administration Assistant, Purchaser**

Fontana Development Corporation  
September 2012 to December 2012

Clark Philippines

Date: September 2012 - December 2012

Job Description:

- Maintains hardcopies of reports, records, and other Purchasing Department documents.
- Maintain database system and document registers for all department documents.

- Assist in preparing purchase orders, sourcing of suppliers and delivery inquiries.

### **Technical Support Professional**

Stream Global Services, Clark Philippines

October 2010 to May 2011

Date: October 2010 - May 2011

Job Description:

- Provides assistance thru chat and live calls support to client from different countries.
- Receives, assess, Troubleshoots and resolves customer's request for product hardware concerns
- Prepares and maintains daily reports.
- Maintain and update client's records.

### **Document Controller**

Leighton Asia - John Holland - China State joint venture - Macau, MO

April 2007 to July 2009

Date: April 2007 - July 2009

Job Description:

- Maintain and monitor Construction documents through construction Database system.
- Provide team members and other relevant parties with updated drawings, specifications and other construction documents.
- Responsible for circulation of project - related documents.
- Maintain database and archiving of construction drawings and documents.
- Assists in preparing handover documents.
- Assists in preparation of Government submission requirements.

### **Administration staff, Accounting Clerk**

CEM Industrial Sales and Technologists

April 2000 to January 2005

Date: April 2000 - January 2005

Job Description:

- Check correction of records, invoices and purchase orders.
- Assists in maintaining accounting records.
- Handles inquiry from clients, suppliers and other vendors.
- Prepares billing to clients.
- Assists in preparing payroll, maintain payroll records.
- Assists in preparing weekly and monthly reports.

### **Data Encoder/ Administration Assistant**

Interface Computers

October 1998 to January 2000

Job Description:

- Maintains and update database of all office documents.
- Encode and edit worksheets, documents and graphic files.
- Responsible for archiving projects.
- Manage inventory
- Assist in preparation of Sales Reports.
- Assist in accounting works and payroll preparation.

## Education

---

### **Medical Transcription**

MTC Academy

July 2005

Holy Angel University

1991 to 1995

### **Computer Science**

Angeles University Foundation

## Skills

---

- Proficient in Microsoft Office Application
- Proficient in Database Application (Aconex, Incite)
- Capable in working in fast-paced, multinational, stress filled environment, while meeting deadlines.
- Excellent organizational skills.
- Ability to maintain variety of records, organize data and prepare reports.
- Ability to handle sensitive information in confidential manner.
- Data entry proficiency of 50 wpm with 95 % accuracy including ten-key by touch.
- Willingness to learn & perform other functions.
- Strong communication and interpersonal skills.

## Certifications and Licenses

---

### **Driving**

March 2019 to March 2022