

CARLA MAE DG. BERNARDINO

3rd Floor, Whaleshark Building, Orchid Magu, Male',
Republic of Maldives

Contact No: +960 7798720 (Maldives)

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OBJECTIVE:

To work for an organization to the best of my capabilities in order to achieve the objective and target set by the company and to grow individually by the experience gained and to provide excellent service to the best of my capabilities.

PERSONAL DATA:

Age	: 28 Years
Date of Birth	: November 26,1992
Religion	: Roman Catholic
Nationality	: Filipino.
Gender	: Female
Civil Status	: Single
Height	: 5''5'
Language Spoken	: English /Tagalog

SKILLS:

- Computer Literate (Microsoft Office, Adobe).
- Customer-oriented
- Quick learner
- Organized multi-tasker
- Friendly and helpful
- Dedicated team player
- Strong work ethics
- Exceptional communication skills
- Motivated team player

EMPLOYMENT EXPERIENCE:

Samann Trading Pvt Ltd

H. Shabnam Building, 1st Floor, Majeedhee Magu, Male', Republic of Maldives

Coordinator, Procurement

May 2021 - Present

Job Description:

- Overseeing and supervising employees and all activities of the purchasing department.
- Preparing plans for the purchase of equipment, services, and supplies.
- Following and enforcing the company's procurement policies and procedures.
- Reviewing, comparing, analyzing, and approving products and services to be purchased.
- Managing inventories and maintaining accurate purchase and pricing records.
- Maintaining and updating supplier information such as qualifications, delivery times, product ranges, etc.
- Maintaining good supplier relations and negotiating contracts.
- Researching and evaluating prospective suppliers.
- Preparing budgets, cost analyses, and reports.

ALLIEDTECH PVT LTD

H. Kandhugasdhoshuge, 7th Floor B, Hadheebee Magu, Male, Republic of Maldives.

Marketing– Coordinator

October 2018 to date

Job Description:

- Managing all the sales and marketing related activity of the company.
- Handling a high volume of customer enquiries whilst providing a high quality of service to each caller.
- Tracking sales orders to ensure that they are scheduled and sent out on time.
- Effectively communicating with customers in a professional and friendly manner.
- Ordering and ensuring the delivery of goods to customers.
- Carrying out administrative tasks such as data input, processing information, completing paperwork and filing documents.
- Organizing sales promotional campaigns.
- Contacting potential customers to arrange appointments.
- Resolving any sales related issues with customers.
- Completing the administrative needs of the Sales Department.
- Making follow-up calls to confirm sales orders or delivery dates.
- Responding to sales queries via phone, e-mail and in writing.

BONITO GROUP PVT LTD

5th Floor, Hasowa Building, Boduthakurufaanu Magu, Malé, Republic of Maldives.

Logistics/Admin Officer

February 2018 to September 2018

Job Description:

- Oversee customer based queues and plan and allocate tasks to meet configuration requirements
- Responsible for tracking, receiving, and stocking all items ordered.
- Providing advice on your overall import and export activities.
- Reviewing and assessing purchase orders and shipping documents to ensure accuracy and compliance with import and export regulations;
- Determining correct tariff classification, valuation, and appropriate duty and taxes for your goods.
- Identifying ways to reduce or eliminate the amount of duty you will pay.

- Identifying ways to reduce or eliminate the amount of duty you will pay;
- Preparing and submitting documents and supporting information to the government departments.
- Maintaining accurate records;
- Post-clearance activities (e.g. accounting, applying for refunds, cancelling temporary import bonds, assisting with customs compliance audits, etc.).

Jazz Cafe

Haveeree Higon, Male 20282, Republic of Maldives

Cashier/ Food Server

February 21st, 2017 to September 20th, 2017

Job Description:

- Receive payment by cash, check credit cards, vouchers or debit cards.
- Issue receipts, refunds, credits or change due to customers.
- Count money in cash drawers at the beginning of shifts to ensure that amounts are correct & there is adequate change.
- Greeting customers warmly & directing them to their tables.
- Taking food & beverage orders and entering them into the system.
- Stocking supplies, stock counting, serving, cleaning & resetting tables.

Emerald Garments Manufacturing Corp.

52 Santiago Street San Francisco Del Monte, Metro Manila.

Administrative Officer

December 1, 2014- December 30, 2016

Job Description:

- Monitoring and maintaining office equipment, inventory supplies & orders replacement supplies.
- Updating, maintaining & creating records in to the company database.
- Supporting division managers & staff.
- Scheduling meetings, organizing board room & equipment for managers & staff.
- Organizing & maintain filing system.
- Handling & distributing letters, emails and packages.

A&S Cleaning Services (PIZZA HUT)

Manila, Philippines

Team member

October 2012-December 2014

Job Description:

- Consistently provided friendly guest service.
- Demonstrated integrity and honesty while interacting with guests, team members and managers.
- Greeted customers and provided excellent customer service.
- Pleasantly and courteously interacted with customers.
- Handled currency and credit transactions quickly and accurately.
- Strictly followed all cash, security, inventory and labor policies and procedures.
- Reported to all shifts wearing a neat, clean and unwrinkled uniform.
- Reported to each shift on time and ready to work.
- Performed all position responsibilities accurately and in a timely manner.

DLC Foods Inc. (McDonald's)

Mc Arthur Highway, Valenzuela, Metro Manila.

Service Crew

July 1st 2011-July 30th 2012

Job Description:

- Greeting customers
- Helping customers at the front counter through the ordering process
- Handling cash register
- Assisting in the kitchen
- Cleaning & completing other assigned tasks.

Seminars and Trainings Attended

- Bartending (NC II) Sta. Cecilia College 2011 TESDA
- Food and Beverage Service (NC II) Sta. Cecilia College 2010 TESDA
- Housekeeping (NC II) Sta. Cecilia College 2010 TESDA
- Re polishing Personality Development Sta. Cecilia College Mr. Albert Maningit 2010
- Basic First Aid Philippine Red Cross Sta. Cecilia College, Ms. Rowena Orville 2010

PROFESSIONAL QUALIFICATIONS

Diploma in Business administration - Lyceum of the Philippines University - 2013

EDUCATION QUALIFICATION:

Tertiary: Sta. Cecilia College
Associate in Hotel and Restaurant Management
S.Y (2009-2011)
Secondary: St. Bernadette College
S.Y (2005-2000)
Primary: St. Bernadette Academy
S.Y (1999-2005)

REFERENCES:

Collin Salvador

Director Operations - Maldives

Allied Techno Services Pvt Ltd.,
+960 7610819

Bernie Trinidad

Assistant Manager

Pizza Hut
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I hereby certify that the above given information is true and accurate to the best of my knowledge.



Carla Mae Bernardino