

MARICEL DELA CRUZ DOCABO

Permanent Address: 602 Del Coro St., San Lorenzo Gapan City, Nueva Ecija

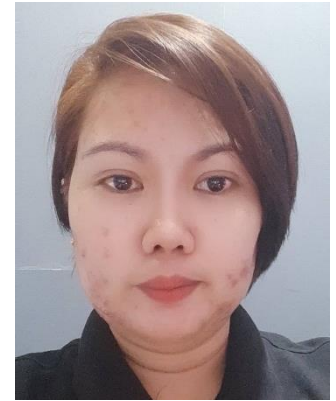
Present Address: Doña Juanita Village Sta. Ana Bulakan, Bulacan

Contact No.: 0917-710-5814

Email Address: mlayadelacruz@gmail.com

Date of Birth: 08-20-1986

Civil Status: Married **Sex:** Female



OBJECTIVES:

To enhance my skills and knowledge, to develop and improve my ability, and to show my capacity and willingness to prove my worth in any job may assign on me.

EDUCATIONAL ATTAINMENT:

2yrs Electronic & Computer Technician at Gapan Computer & Technical Institute
4th flr. Yamsuan building, Tinio St., San Vicente, Gapan City N.E. S.Y. 2004-2006

6months Caregiver course at VGB Center for Training & Devp. Corp.
1655 Taft Ave., Malate Metro Manila S.Y. May 02, 2006 – Nov. 10. 2006

TRAINING EXPERIENCE:

300hrs On The Job Training at CVC Supermarket (Gapan Branch) Hernandez St., cor. Bonifacio, brgy. San Lorenzo, Gapan City N.E. Nov. 10, 2005 – March 18, 2006

180hrs On The Job Training at Pinoy May K Foundation Connie Dy Hall Dominguez St., Malibay, Pasay City
Nov. 20 to Dec. 06, 2006

WORKING EXPERIENCE:

HR-Admin Supervisor (August 2015 – Present)

BGF Air Power Industry Corporation

955C Matungao Rd., Matungao Bulakan, Bulacan

Assists managers in compiling and organizing information for the preparation of personnel and operating budgets and related operational reports. Processes requisitions for office supplies and equipment. Initiate all purchase requests to keep stock items available at all times. Responsible for stocks annual inventory. Monitors the processing of invoices for payment to vendors and the maintenance of account and expenditure records. Prepares various reports on work or program operations for use by management. Works with managers to establish and implement work processes and procedures to ensure the efficiency of office work flow and operations. Responsible for preparing of checks, monitoring of cash flow, payables, receivables and create payroll.

Purchasing Officer

Hydroquest Construction Corporation
#80 E Mindanao Avenue Project 6, Quezon City
October 2012 – August 2015

Responsible for the preparation and process purchase orders and documents in accordance with company policies and procedures. Monitor and co-ordinate deliveries of items between suppliers to ensure that all items are delivered to site on time. Source, select and negotiate for the best purchase package in terms of quality, price, terms, deliveries and services with suppliers. Plan and manage inventory levels of materials or products. Reviewing Purchase orders and faxing and/or send it thru email to suppliers. Resolving errors on purchase orders as required. Filing Purchase Orders. Monitoring price increases and communicating changes as necessary. Checking of supplier's sales invoice against purchase order. Obtain list price from different suppliers. Monitoring and negotiate contracts with the best suppliers. Return defective products. Supervise inventory control. Making quotation and analyze the prices quoted by different suppliers. Daily checking and making of materials delivery schedule.

Private Caregiver

Al-Sakina Palace – The Royal Palaces
The Hashimite Kingdom Of Jordan-Amman
September 28, 2010 – May 18, 2012

Taking care of the children and do house hold activities. Assisting children in their needs. Preparing things needed in school. Accompany children in their daily activities. Preparing foods for the children.

Counter Checker

MMSM Corporation SM Department Store
Conception ST., cor. Arroceros San Marcelino St., Ermita Manila
February 26, 2009 to July 26, 2009

Dust & clean merchandise, fixtures & shelves & maintain display lighting. Conduct sales of merchandise to the general public. Work involves initiative in the performance of assigned duties. Proper endorsement of documents. Handle in checking of official receipt, bankcards, ATM & other documents. Checking & counting the items purchased by the customer.

SKILLS:

Ability to delegate, manage, and priorities. Computer programming (M/S Word, M/S Excel, Power Point) & data encoding. Ability to perform retail sales activities. Hard working. Ability to perform with precision and confidence under pressure. Willing to undergo trainings and can easily learn.

ACHIEVEMENTS:

Model Employee Of The Year 2013 at HYDROQUEST CONSTRUCTION CORPORATION
Model Employee Of The Year 2014 at HYDROQUEST CONSTRUCTION CORPORATION
Best Employee Of the Year 2014 at HYDROQUEST CONSTRUCTION CORPORATION

CHARACTER REFERENCES:

Mr. Samuel B. Antonio of BGF Air Power Industry Corporation. Contact no. 0917-873-1777
Eng'r. James William Carreon Chief Executive Officer of Hydroquest Construction Corp. contact no. 455-0601.
Eng'r. Cris Carreon President of Microthenics System Co. contact no. 0917-868-4495.

I hereby that all information stated here are true and correct to the best of my knowledge and belief.

Maricel D. Docabo

