

OBJECTIVE

I seek challenging opportunities where I can fully use my skills for the success of the organization.

EXPERIENCE

CAREGIVER (Private) at Sharjah, UAE

October 19, 2019 - January 23, 2022

- ☆Ability to multi-task and respond to patients need.
- ☆Being attentive to patients well being and safety.
- ☆Caring and Patience Manners.
- ☆Monitoring and scheduling medical appointments.
- ☆Cooking meals and handling other household duties.

NANNY (Private) at Dubai, UAE

May 24, 2017 - June 19, 2019

- ☆Cared for two children ages 2 - 4 fulltime and household fostering a trusted environment of child care and family support.
- ☆Manage all aspects of the household including schedule, grocery, shopping, cleaning, and laundry.
- ☆Spearheaded physical activity through walking, trips to the park and playdates once a week.

PRODUCTION OPERATOR / SALES STAFF / IMPEX

January 24, 2000 - November 27, 2015

Sohbi Kohgel (Phils.), Inc. (Lima Technology Center)

Press Machine Operator:

- ☆Regularly worked 12 hours both day and night shift on a rotating schedule.
- ☆Operate and monitor equipment including drop, packers, and palletizers.
- ☆Ensure sufficient supply of raw production materials on a daily basis to guarantee uninterrupted and efficient operation.

Handling Import and Export:

- ☆Handled the full control of all importation and exportation of the company.
- ☆Prepares/Process of PEZA documents (8106, 8112, 8110 & 8105).
- ☆Processing of BOC documents (CEWE).
- ☆Handled paperwork required for air and sea transportation.
- ☆Obtained requisite approval, clearance and certificate from concern authorities.

Handling Suppliers - Direct (10 Suppliers):

- ☆Directs, monitors and supports sales staff in-charges in handling costumers and suppliers.
- ☆Check if all related and relevant documents were done on time
- ☆Responsible in decision making relayed by the sales staff.
- ☆Monitors parts and molds quotation from suppliers for the customer.
- ☆Monitor each performance of each suppliers.
- ☆Prepares and issue purchase order/ forecast to suppliers.
- ☆Prepares debts/credit memo for defective parts.
- ☆Making receiving reports.

SEMINARS ATTENDED

Communication Assertiveness
MGQ Career Development Center
on 28 July 2012

Effective Debt Collection
MGQ Career Development Center
2 July 2011

Promotion and Documentation Working Group
Integrated Management System
24 August 2010 to 01 September 2011

Effective Document and Record Management
27 - 29 July 2010

Leadership and Team Building Workshop
Blue Rose Farm Lodalod, Lipa City
09 August 2009

Effective Purchasing Management Program
CUH Management Consultancy & Services
06 December 2008

PUBLICATIONS

I hereby certify that the above information are true and correct to the best of my knowledge.

Marife T. Olan



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SKILLS

Highly Motivated and Hard Working.

Optimistic and with High Tolerance in Working Under Pressure.

Self-driven and Trustworthy.

Adaptable and Goal Oriented.

Computer Literate.

Knowledge in MS Word, Excel, PowerPoint and Internet.

PERSONAL DETAILS

Date of Birth : August 28, 1979

Birth Place : Lipa City Hospital - Philippines