

Macapili, Joanne, Dela Vega

Marikina, Philippines : joannemacapili08@gmail.com: +639214747640

SUMMARY:

A motivated and result oriented Operation and Finance Officer who excels at managing daily business operations and improving over-all production flow and performing any clerical task .I am skilled in research and analyzing process flow. I am interested in working to an organization with utmost professionalism and dedication; guided with high standards where my skills and interest can be maximized and developed.

EMPLOYMENT HISTORY

ARETEI FOODS CORPORATION

Foods Manufacturing

Operation and Finance Officer

July 2015 - Up to Present

#4 Gumamela Street, Marikina City

Responsibilities

- Manage and provide daily schedule of productions, orders and deliveries.
- Manage company's financial concern, monitoring and reporting systems.
- Employees payroll processing.
- Analyze daily financial activities and provide advice and guidance to the owner.
- Provide financial plans for the upcoming and ongoing project.
- Overseeing the overall production activities.
- Provide strategies improvements to ensure the completion of task and on time deliveries.
- Hands on training for the new hired employees.
- Basic machine operation such as Planetary Mixer, Spiral Mixer, Packaging Machine and Rotary Oven.

G.M MANINGAS CONSTRUCTION INC.

Telecommunication and Building Construction Works

Project Control Officer

January 2012 –April 2015

#33 Kayumanggi St. Mandaluyong City

Responsibilities

- Responsible for dealing with the Client problems with their billing and other concerns regarding on project.
- Manage all billing preparation to client.
- Preparing and issuance of Purchase Order, Invoice and Collection.
- Obtaining payment due to company and client.
- Preparing of weekly monitoring of billing and collection status and report directly to Management.
- Responsible on complying site permit and other documents related on client property.
- Coordinates and provide job order to Engineer's regarding with the deficiencies of site reported by the client.
- Report directly to Project Manager regarding all Engineers site status and accomplishment.
- Prepare and update all necessary report that are related on Project status, collection and billing.
- Reports directly to Purchasing Manager regarding all quotation and bidding of materials related on project.
- Manage all communication for bidding and quotation of sub-contractor.
- Preparing Purchase Order, Checking payable and Invoice processing for Sub-Contractor.
- Processing of payment to all sub-contractor.
- Monitoring of site status and report directly to head of each department.
- Maintaining systemic filling and encoding of all documents.
- Prepare all requirement for applying Building Permit and Occupancy of site.
- Provide all supporting documents needed to comply different permit required by the client.

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BASEPOINT CORPORATION

Telecommunication and Building Construction Works

Billing and Collection Assistant

July 2010 – January 2012

#68 K-3rd Kamuning, Quezon City

Responsibilities:

- Responsible for obtaining payment due to company and client.
- Responsible on preparing Billing, Invoicing.
- Responsible on dealing with the Client Problems with their Billing and others.
- Responsible for time to time checking and updating of billing and collection status.
- Interacting with clients and staff daily.
- Prepare and update regarding status of collection and billing.

On the Job-Training (OJT):

Lakpue Group of Companies Inc

Purchasing Assistant

DECEMBER-FEBRUARY 2009-2010

56 20th ave. Murphy Cubao Quezon City

(Completed 300 hours)

Responsibilities:

Purchasing Department

- Encode and Filling incoming documents.
- Read and analyzed incoming memos, submission, and reports to determine proper significance.
- Assisting subcontractors with field, contract and billing problems.
- Assisting with new project bidding.
- Maintaining logs.
- Entering all contracts into software, prints and sends them to subcontractors.

SEMINAR ATTENDED

Occupational Safety and Health Semiar (OSH)

Online Training - August 2021

Productivity Improvement thru 5S

Online Training - February 2021

Good Manufacturing Process GMP

Marikina City - December 2020

Center for Food Regulation and Research
Qualified Person in Industry Regulatory Affairs

Alabang Muntupa - March 2019

Basic GMP Documentation And Sanitation
Standard Operating Procedures (Ssops)

DOST NCR Taguig City - February 2017

Personality Development And
Image Enhancement Program

Mandaluyong City - April 20, 2013

Call Center Telemarketing Trianing

Aics – Cubao - January 09, 2009

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EDUCATIONAL ATTAINMENT:

Tertiary : Asian Institute of Computer Studies
Course : Business Information Management
Year Attended : School Year: 2008-2010

PERSONAL INFORMATION:

Age : 30 Years Old
Marital Status : Married

I hereby certified that the information above is true and correct to the best of my knowledge and belief.


JOANNE D. MACAPILI
Applicant's Signature