

Marie Frances S. Salanda

Bachelor of Science in Mass Communication

163 Shoe Ave. St. San Roque Marikina City
Mobile number: 09230837979 / 09198789817
Email: mariefrances@yahoo.com



Objective:

To apply for a position that will enhance my skills and capabilities and where I can practice and apply my informal education.

Educational, Training and Certification:

- Bachelor of Science in Mass Communication Year 1996 – 2001
AMA Computer College

- Caregiver (Diploma/Certificate) Year 2004
5EA's Trading Center

Professional Experience:

Fulfillment Supervisor

**N-Squared E Commerce Philippines Corp.
July 31, 2021 – up to present
888 Megacity Cainta, Rizal**

Duties and Responsible:

- Oversea Operation from Order process to dispatch (Lazada/Shopee/Tiktok)
- Supervise employees, including making decision about hiring, evaluating, scheduling/work assignment, work procedures, resolving conflicts and training.
- Responsible for determining and recommending training need and planning, coordinating and overseeing the day to day operations.
- Responsible of inbound and out bounding of items in the warehouse (Sale invoice/PO)
- Oversee the material and supplies needed for the month.

Order Fulfillment

**N-Squared E Commerce Philippines Corp.
March 1, 2021 – July 9, 2021
888 Megacity Cainta Rizal**

Duties and Responsible:

- Collate order of client for the day.
- Verify order of the client and make sure to delivery on the given date.
- Arrange order date from different platform such Lazada and Shopee.
- Monitoring the merchandise and notifying a superior when items need to be restocked.

Salesclerk/Grocery Clerk

**Boy and Susan Sari-Sari (Grocery) Store
July 2020 – February 20, 2021
Marikina Public Market,
Sta. Elena Marikina City**

Duties and Responsibilities:

- Assisting customer in locating products by going through the inventory
- Suggesting new items to customers based on their selections.
- Keeping records of special orders.
- Monitoring the merchandise and notifying a superior when items need to be restocked.
- Arranging items such as special sale items to engage customers.
- Building customer relationship.
- Greeting customer as they enter the store.

Administrative/Accounting Officer

**I-Blz Outsource Technology Inc.
September 2, 2019 – June 30, 2020
Quezon City**

Duties and Responsibilities:

- Provide assistance to the Operation Manager.
- Prepare schedule and payment all government transaction (BIR.SSS and etc.)
- Prepare monthly cash flow.
- Input official time-in and out of company associates for payroll purposes.
- Bank Transactions (Payroll, dollar exchange, cash encashment etc.)

Purchasing Assistant

**Square Meter Trading and Construction Corporation
November 2018 – August 2019
Marikina City**

Duties and Responsibilities:

- Conduct canvassing, negotiate purchase agreements and terms with vendors for the purpose of purchasing at the most competitive price.
- Prepare and process purchased order on the approved supplier.
- Prepare document for payments.
- Maintain records for the purpose of providing required documentation and audit trail for compliance.

**Loan Documentation Associate /
Car Loan Documentation Reviewer**

**Union Bank of Philippines
September 2017 – Aug. 2018
Pasig City**

Duties and Responsibilities:

- Documentation Preparation
 - Handles documentation of loan transactions using existing templates documents
 - Ensures that the documents are in accordance with terms of credit approval.
 - Modifies noted errors during the documentation review activity.
- Documentation Review / Compliance
 - Review loan documentation of accounts assigned daily.
 - Monitors compliance to loan and Insurance deficiencies.
- Checks if credit limits / facilities have appropriate credit approval.
- Prepares documentary deficiency reports.
- Screen / Review car loan documents (submitted to ATD) prepared deficiencies, check compliance prior for book.

Assistant Manager

**MRJR Metal Manufacturing (New Management)
September 2011 – May 2017
Marikina City**

Duties and Responsibilities:

- Manage employee's production schedule.
- Manage cash flow and payment schedule.
- Manage payroll of all employees.
- Manage Pag-Ibig, SSS, Philhealth and Purchase payment.
- Scheduling deliveries.
- Preparing Sales Invoice and Delivery Receipt.
- Handles purchase order production.

Admin Staff

**M Central Employment Agency
February 2011- August 2011
Singapore**

Duties and Responsibilities:

- Manage local employment.
- Call applicant
- Manage employee's payroll.
- Handling bank payment.
- Handling monthly cash flow.

Admin Supervisor**MRJR Metal Manufacturing (New Management)
June 2006 – January 2011
Marikina City****Duties and Responsibilities:**

- Manage employee's production schedule.
- Schedule payment / bank
- Manage payroll of all employees.
- Manage Pag-Ibig, SSS, Philhealth and Purchase payment.
- Scheduling deliveries.
- Preparing Sales Invoice and Delivery Receipt.
- Handles purchase order production.

Call Center Agent**Focus Care Company
March 2006 – May 2006
Pasig City****Duties and Responsibilities:**

- Handling outgoing calls
- Selling cards.

Secretary**MRJR Metal Manufacturing
January 2002 – February 2006
Marikina City****Duties and Responsibilities:**

- Manage payroll of all employees.
- Manage Pag-Ibig, SSS, Philhealth and Purchase payment.
- Scheduling deliveries.

Personal Information:

Date of Birth:	October 1, 1979
Age:	42 years old
Height	4'11
Civil Status:	Married
Spouse:	Ronaldo Salanda
Children:	Rei Maxine Salanda
Religion:	Roman Catholic