

# Marjorie Maligaya

## ***Sales Administrative Assistant - Modern Trade***

---

Address: #9 Galguerra Compd. Encarnacion St.

Marulas Valenzuela City, Philippines 1440

Contact no.: (Home) +63-02-82939954 (Mobile) +63-9454469631

Email add: [marjoriemaligaya25@gmail.com](mailto:marjoriemaligaya25@gmail.com)

## ***Professional Summary***

---

Performance driven professional with extensive diversified experience in multiple venues including executive assistance, office operations, accounting, inventory, department coordination, public relations, event planning, public speaking, and other administrative and office support activities.

## ***Skills***

---

- |                             |                                    |
|-----------------------------|------------------------------------|
| ➤ Administrative Experience | ➤ Phone etiquette                  |
| ➤ Computer skills           | ➤ Organizational skills            |
| ➤ Office experience         | ➤ Data entry                       |
| ➤ Communication skills      | ➤ SAP Sales & Distribution encoder |
| ➤ Microsoft Office          | ➤ Inventory Report generation      |
| ➤ Time management           | ➤ Office Management                |

## ***Experience***

---

### ***Sales Administrative Assistant - Institution***

***February 2020 - Present***

#### ***Crown Asia Chemicals Corporation - Valenzuela City, Philippines***

- MONITOR DAILY SALES REPORT TO CHECK THAT TRADE SALES REPS FOLLOW ITINERARY SCHEDULE
- MONITORS SHORT DELIVERIES AND FEEDBACKS SUCH SHORT DELIVERIES TO SALES ADMIN SUPERVISOR AND COORDINATE TO LOGISTICS DEPT.
- PREPARES SALES ANALYSIS REPORTS ON ACCOUNT VS. TARGET SALES
- COORDINATES WITH TRADE SALES REPRESENTATIVE FOR ORDERS AND MINIMIZE FREIGHT DEADLINE DELIVERIES
- RECEIVES AND RECORDS THE COLLECTION REPORTS FROM TRADE SALES REPRESENTATIVES THROUGH SAP UNDER CONSIGNMENT-ISSUANCE DATA BASE

- FILLING OF TRADE SALES REPORTS, NEAT, WELL LABELED, ORDERLY AND ORGANIZED MANNER
- REPORT TO SUPERVISOR'S IMMEDIATE ATTENTION OF ANY INCIDENTS, ISSUES, PROBLEMS WHICH REQUIRES MANAGEMENT ATTENTIONS
- COMPLIES ALL AGREED KRAS/KPIS DUTIES AND RESPONSIBILITIES
- PARTICIPATES ACTIVELY IN WORKING COMMITTEES AND/OR TASKS FORCES
- RECORDS ORDERS IN SAP UNDER CONSIGNMENT - FILL UP DATA BASE
- CHECKING OF BALANCE AND MONITORING STOCKS AT SAP

***Marketing Assistant***

***July 2019 - December 2019***

***Paramount Life and General Insurance Corporation - Makati, Philippines***

- RESPONSIBLE FOR HANDLING CONCERNS OF THE AGENCIES GROUP OF MARKETING BRANCH
- SOLICITATIONS OF NEW ACCOUNTS AND RECRUITMENT OF LICENSED AGENTS
- HANDLES REQUESTS FOR PROPOSALS, POLICY ISSUANCE & ENDORSEMENTS AND MONITORING OF STATUS
- EVALUATES & REVIEWS RISKS TO BE NEGOTIATED WITH LINE UNDERWRITERS
- MONITORS RENEWALS AND ENSURES TURNOVERS OVER AT LEAST 70% MONTHLY
- PROVIDE ASSISTANT IN CLAIMS & COLLECTION CONCERNS OF ASSIGNED AGENTS & DIRECT CLIENTS

***Sales Administrative Assistant***

***January 2018 to July 2019***

***QBE SEABOARD INSURANCE PHILS. INC - Makati, Philippines***

- CUSTOMER SERVICE INCLUDING ANSWERING PHONE CALLS AND EMAIL INQUIRIES
- PROCESS AND REVIEW INSURANCE DOCUMENTATIONS & ENSURE ALL DOCUMENTS ARE COMPLETE
- PROCESS & REGISTERED NEW BUSINESS (MOTOR & PERSONNAL ACCIDENT) AT SMARTQ
- ASSIST SALES EXECUTIVE FOR FOLLOW UPS & PENDING REQUESTS
- PROCESS RENEWAL, ENDORSEMENT AND CANCELLATIONS OF POLICY ISSUANCE
- CHECKING OF CLAIMS AND OUTSTANDING BALANCE PREMIUM FOR CLIENTS RENEWALS & VERIFICATIONS
- COORDINATES AGENTS AND CLIENTS FOR CONCERNS FOR ISSUANCE OF POLICIES

***Front Line Associate***

***June 2010 to February 2016***

***PETNET INC - Manila, Philippines***

- ENSURES ACCURACY OF EVERY TRANSACTIONS (PAYOUT & SENDOUT)
- RESPONSIBLE FOR CLIENT DATA BASE UPDATES AND ON WESU POLICIES & PROCEDURES
- RESPONSIBLE TO PEERFORM ASSIGNED TASKS BY IMMEDIATE SUPERIOR AND OTHER MANAGEMENT PERSONNEL

- RESPONSIBLE DAILY REPORTS AND FILLING OF BRANCHES FILES AND OTHER IMPORTANT DOCUMENTS

**Administrative Staff**  
**PUREGOLD PRICE CLUB INC - Caloocan City**

**October 2009 to May 2010**

- MONITORING AND INVENTORY CONTROL OF ALL STORE SUPPLIES
- ASSISTING IN THE MAINTENANCE REQUIREMENTS OF STORE EQUIPMENT - FOR REPLACEMENT & REPAIR
- LIQUIDATION & REIMBURSEMENT OF PETTY CASH FUNDS
- PROCESSING AND PREPARATION OF REQUEST FOR PAYMENTS FOR MONTHLY BILLINGS
- LEASING CONCERNS - DISTRIBUTION OF DOCUMENTS FOR TENANTS
- INVENTORY, MONITORING AND DISPATCHING OF FREE AND DENTED ITEMS OF CSI

**Credit Assistant**  
**MAYBANK PHILIPPINES - Manila**

**July 2008 to August 2009**

- RESPONSIBLE FOR TAKING UP OF LOAN DISBURSEMENT AND LOAN PAYMENT TRANSACTIONS IN BTS  
 USING APPROPRIATE TRANSACTION ENTRIES INCLUDING ISSUANCE OF OFFICIAL RECEIPT TO CUSTOMERS/  
 LOAN BORROWERS UPON CASH OR CHECK PAYMENTS
- RESPONSIBLE IN HANDLING TELLER'S CASH HOLDINGS WITHIN THE REQUIRED LIMIT AS WELL AS ACCURACY OF CASH BALANCE
- PREPARES RUN-UPS FOR OUTWARD BOUND CHECKS BOTH FOR LOCAL & REGIONAL CLEARING THAT MAYBE ASSIGNED FROM TIME TO TIME

**Administrative Assistant**  
**SMITS, Inc. - Mandaluyong City**

**June 2007 to May 2008**

- PROCESS AND GENERATE REPORTS IN SAP CRM • UNLOCKING & RESETTING OF PASSWORDS OF AMT CONSULTANTS IN SAP CRM
- FILE AND MAINTAIN APPROVED CHANGE SERVICE REQUESTS PER BUSINESS
- ENDORSEMENTS BILLINGS TO SAN MIGUEL SUBSIDIARIES
- HANDLED CHECK RELEASE TO SUPPLIERS

## ***Education***

---

- **College** **April 2007**  
Bachelor of Science in Commerce Major in Management  
Far Eastern University - Manila, Philippines  
Graduate
  
- **Secondary** **March 2003**  
Our Lady of Lourdes College  
Gen. T. Deleon, Valenzuela City Philippines  
Graduate
  
- **Primary** **March 1999**  
Valenzuela Christian School  
Marulas, Valenzuela City, Philippines  
Graduate

## ***Certification***

---

- **Product Training and Brand Orientation**  
Crown Asia Chemicals Corporation