

BENELYN PAULA ILAGAN

OBJECTIVE

To seek a position where I can develop and enhance my skills by putting all efforts in the work assigned to me when I can grow along with the organization and will give me a chance to be a part of the team that contributes towards the growth of the company.

Personal Info

Phone Number / Viber Account
+63917 5472030

Email Address
paulailagan1121@gmail.com

Education Background

College

Bachelor of Science Business
Administration major in
Management

AMA COMPUTER COLLEGE
June 2003- May 2008

Highschool

**SUNVALLEY MONTESSORI
FOUNDATION**

JUNE 1999 – MARCH 2003

EXPERIENCE

August 2017 – Current
Administrative Officer
JP Chavez Electrical Design and Construction - Philippines

Works Responsibilities

- Answer queries by employees and clients
- Provide statement of account to the client and follow up collection
- Prepare payment to the suppliers and other company payables
- Release the payment for the suppliers
- Monitoring income and expenses of the company
- Maintain and update the company database
- Organize a filing for important and confidential company documents

November 2012 – April 2015
Rental Sales Officer
Europcar Philippines

Works Responsibilities

- Enquiries from the public either in person or by telephone, take bookings and inform customers of the rental rates charged •
- Book customers by entering details such as the type of car, rental period and journey planned into a computer or onto the appropriate form
- Arrange for cars to be ready for customers at the rental office or delivered to their hotels or places of business
- Explain the controls of the rental cars to customers and provide them with directions and tourist information when necessary
- Receive payment and return customers' prepayments
- Process overdue vehicles and collect additional payment
- Collate all transactions into a daily report and balance end of day

Seminar / Trainings

8 hours Mandatory
Occupational Safety and Health
Training

Construction Occupational
Safety and Health Course

Introduction to HR Strategy:
Step up your HR game

Summary of Qualification

- Skillful, achievement-driven, goal oriented and interested in working with company that will fit my qualifications and skills
- Proficient in computer skills— application related to MS office or internet
- Dynamic personality that inspires people
- Work well both independently and as contributing member of a team
- Skilled in planning and time management
- Hardworking, energetic and flexible; adjust easily to change of environment and work schedule Good in interpersonal relationship

February 2009 – November 2012
Marketing Officer
Divipark Corporation - Philippines

Works Responsibilities

- Identify, develop, and evaluate marketing strategy, based on knowledge of establishment objectives, market characteristics, and cost and markup factors.
- Collecting the daily rentals of the tenants.
- Knowledge of principles and methods for showing, promoting, and services. This includes marketing strategy and tactics, sales techniques, and sales control systems.
- Consult with buying personnel to gain advice regarding the types of services expected to be in demand

March 2008 – January 2009
Executive Secretary
Bluryhme Entertainment – Philippines

Works Responsibilities

- We handle talents, bands and artist.
- Set and remind the schedule of their shows and meetings
- Receive and collect payments for the talents fee.
- Enquiries in person or by telephone, take bookings and schedule

February 2007 – December 2007
Service Crew
Wendy's Hamburger – Philippines

- Assemble food, dishes, utensils and supplies needed for timely meal preparation.
- Prepare high-quality nutritional food, in quantity, as directed by Food Service Manager
- Follow standardized recipes.
- Prepare and sort food for meal preparation at outlying sites.