

MARYJO M. MORILLO

No.7 Parinas St. Bahay Toro, Project 8, Quezon City Philippines
Home phone: 79019506; Mobile: 09166135620
MARYMAGIC11@YAHOO.COM

HIGHLIGHTS OF QUALIFICATIONS

- Result-oriented account executive with 10+ years of experience building and managing relations with prospects and key company accounts
- Proven track record of cultivating a lasting rapport with decision-makers and high-value clients, presenting solutions and profitable deals.
- Detail-oriented and prioritizes the quality of service provided by the technical team.
- Keen on supplying products that are of the best value and quality with aftersales.
- Negotiates and closes successful deals with new and old clients.
- Keen on the planning of project scheduling that is highly achievable.
- A supportive team player ready to learn from others as well as to share knowledge with others with the team.

EMPLOYMENT HISTORY

SWITCHTEK CONSTRUCTION CORPORATION | Quezon City, Philippines, August 10, 2012, to present

Corporate Secretary Account Executive

- Responsible for administrative operations of the board of directors and management.
- Reviews contracts on projects of customers and secures documents for government bids.
- Secure pertinent documents for supplier accreditation to customers.
- Provide customers with competitive proposals for Steam Boiler and Retort projects based on their requirements.
- Provides food manufacturing and industrial companies quotations for procurement/purchasing inquiries for instrumentation and calibration services.
- Provides after-sales quotation for preventive maintenance of supplied boiler and retort products.
- Provides technical report and updates to clients regarding project and service completion
- Responsible for scheduling calibration operations for onsite and offsite testing.
- Reviewed aging of accounts receivable, especially on overdue and delayed payments.
- Prepare sales, service invoices, vouchers, delivery receipts, and billing statements and records in an organized manner to maintain a good filing system
- Preparation of check payments to suppliers and prepare cash and check collections for bank deposits.
- Issues purchase orders to suppliers, and provides sales, service invoices, delivery receipts, and billing statements to clients.
- Ensure that messengers and logistics delivered the products and orders correctly and on time.
- Approval of vacation/sick leave and personal loans of employees.

FOREFRONT TOURS AND CRUSES INC | Quezon City, Philippines, January 2005-June 2012

Travel Agent/ Consultant

- CRS flight bookings for international and local travel, transfers, and hotel accommodations for passengers.
- Coordinate with airlines for special requests, seats, mileage membership, deadlines, and flight confirmations.
- Assist passengers with travel documents and visa requirements, itinerary, travel insurance, and rebooking.

EDUCATION

Certification in Professional Live-in Caregiver IVGB Center for Training and Development Corp. QC. Philippines
Oct 2001-May 2002

Degree in Bachelor of Science Major in Biology | Far Eastern University Manila, Philippines Jun 1996- Apr.2000