

BIENA REMINALD M. PALO



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 biena.palo@gmail.com

 Pantok, Binangonan Rizal

Education

Jose Rizal University

Bachelor of Science in Tourism Management

Class of 2015

Skills

Time Management

Ability to Work under pressure

Adapting new procedures

Positive Attitude

References

Angelene Ibarra

Recruitment Officer

Philippine Transmarine Carriers Inc.

Phone: 09984141563

Email: angeleneibarra@gmail.com

Marie Fe Maristela

Senior Business Process Specialist

Willis Towers Watson

Phone: 09760587333

Email: feimendi0121@gmail.com

Profile

To obtain a position that will enable me to maximize my knowledge and skills to firmly contribute towards the achievement of the mission and values of company.



Work Experience

Crew Operator

Senator Crewing Manila, Inc.

May 2023

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Feb 2024

- Monitors validity of crew member's documents
- Prepares employment contract of crew
- Initiates flag state application
- Coordinates with Crew regarding his documents, requirements and schedule

Assistant Crew Operator

Senator Crewing Manila, Inc.

Dec 2021

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Apr 2023

- Upload and update the seafarer's data to the company operated system
- Follows-up submission of missing or expiring documents
- Prepares and consolidates documents for dispatch
- Performs other task as may be assigned by the management relating to Crewing Operations

Records Custodian

Senator Crewing Manila, Inc.

Jan 2019

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Dec 2021

- Maintaining and updating the record of crew (physical and digital)
- Keeping the original documents of crew in a safe/secured location
- Receives incoming letters, parcels, STCW Certificates, Passport and Seamans Book of crew

Banco De Oro

Clerk/Executive Assistant

Jul 2018

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Jan 2019

- Assists in doing administrative and clerical duties
- Ensuring organized and systematic upkeep of various files and documents
- Orderly scheduling of Appointments

Island Overseas Transport Corporation

Secretary/Owner's Representative

Apr 2017

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Apr 2018

- Book travel and hotel arrangements for Japanese Executives
- Maintain schedules and scheduling appointments
- Interview of Seafarers for promotion and Applicants
- Documenting financial information

Metrobank Card Corporation

Marketing Staff

Jan 2016

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May 2016

- Entering data
- Scanning of documents
- Filing and making paper copies
- Data backups