

MARIA CIELO S. PESIGAN

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0372 Purok 3 Brgy. Sirang Lupa Calamba Laguna, 4027, Philippines



OBJECTIVE

To be part of a company that indulges professional growth, this provides challenging and rewarding career while allowing me to utilize my knowledge and skills. Quick learner and dedicated in delivering team success, strong work ethic and adaptability, detail oriented, easily build strong relationships.

EXPERIENCE

2018 to PRESENT	JOYSON SAFETY SYSTEMS (PHILIPPINES) CORPORATION ADMIN SUPPORT- EXECUTIVE ASSISTANT <ul style="list-style-type: none">▪ Takes the minutes of the weekly Management meeting and safe keeps records/files of the same.▪ Provides administrative support to the President and Vice President. Acts as support in the processing of visas and work permits of the expatriates.▪ In-charge of hotel and transportation bookings for executives and visitors.▪ Act as point of contact in submission of regularly scheduled reports and maintain filing system.▪ Systematic Administrative Assistant with 5 years of experience in fast-paced office settings.▪ Register/Enroll newly hired employees to SSS, Philhealth, Pag-ibig and BIR.▪ Ensure timely remittances of SSS, Philhealth and Pag-ibig contributions/loan payment to said agencies. Initiates filing of claims/benefits and makes necessary follow-up from concerned government agencies until such are delivered to concerned employees.▪ Manages company's government online accounts. Certifies loan applications of employees. Organizes/conducts information campaign on government benefits.▪ Conducts new employee orientation for new hires regarding government benefits. Arranges for seminars/trainings related to government benefits and coordinates to HR Training in-charge.▪ Creates and maintains/updates/safe keeps employees' individual benefits records.▪ Supports in preparation of company activities and events (monthly, quarterly, yearly).
DECEMBER 2015 – SEPTEMBER 2016	CONTIS CASHIER II -TON ASSISTANT <ul style="list-style-type: none">▪ Solid command of point-of-sale technologies including cash register.▪ Communicate effectively with customers and provided attentive response with their needs.▪ Assist in serving quality foods and beverages.▪ Maintain and manage restaurant premises in hygienic and cool condition▪ Dedicated team player, willingly working multiple shifts and overtime to ensure uncompromised coverage of cashier stations.
MARCH 2014 – JUNE 2015	MAKRET STRATEGIC FIRM, INC. (SM CALAMBA) CUSTOMER SERVICE ASSISTANT <ul style="list-style-type: none">▪ Bills payment handles PSA and other government payments and requests such as PRC, SSS, Philhealth and Pag-Ibig.▪ Provides general support to customer with their inquiries.▪ Capable of dealing of dealing and handling of customer complaints.
APRIL 2012- DECEMBER 2013	REPUBLIC WAKEPARK NUVALI FOOD SERVICE ASSOCIATE <ul style="list-style-type: none">▪ Solid command of point-of-sale technologies including cash register.▪ Has active communication with the incoming guests, assist them with their needs.▪ Provide guidance and training to other employees performing related work.▪ Assist customers by providing information and resolving their complaints.

EDUCATION

2008 - 2012	BACHELOR OF SCIENCE IN HOTEL & RESTAURANT MANAGEMENT MALAYAN COLLEGES LAGUNA Pulo, Cabuyao, Laguna
2004 - 2008	STA. CECILIA CATHOLIC SCHOOL (FOUNDATION), INC. Canlubang, Calamba Laguna

TRAININGS

OCTOBER 2019	EFFECTIVE TELEMARKETING & COLD CALLING TECHNIQUES BusinessCoach, Inc. Quality Business Training San Juan Metro Manila
AUGUST 2015	BASIC TRAINING OF SAFETY OF LIFE AT SEA Far East Maritime Foundation Inc. Ermita, Manila

SEMINARS

2009	MIHCA ASIAN CUISINE DEMONSTRATION MAGSAYSAY INSTITUTE FOR HOSPITALITY AND CULINARY ARTS Malayan Colleges Laguna
2009	CARNIVAL CRUISES LAUNCH Philippine Transmarine Carriers (PTC) E.T Yuchengco Hall, Malayan Colleges Laguna

PERSONAL INFORMATION

Birth date:	08-December 1991	Religion:	Roman Catholic
Age:	32 years old	Father/Occupation:	Marcelo Pesigan/Retired employee
Status:	Single	Mother/Occupation:	Shirley Pesigan/Housewife
Height:	5'4 inches	Daughter:	Margareth Elisha Pesigan
Weight:	50 kgs.	Age:	6 years old

CHARACTER REFERENCE

Name	Mr. Gerry Menta	Ms. Norly Flora Carlos
Company	Joyson Safety Systems (Philippines) Corporation	Contis, Nuvali
Position	Human Resources Manager	Store Manager
Contact Details	(049)541 2691 (local 130)/ Gerry.Menta@joysonsafety.com	(049)3026050

I hereby certify that the information above are true and correct to the best of my knowledge.


Maria Cielo S. Pesigan