

## **MA.AURORA FE L. PADUGA**

Silang, Cavite, Philippines

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### **OBJECTIVE**

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To secure a position in a dynamic and forward-looking organization that provides training and enhancement of skills and abilities towards professional and personal growth.

### **WORK EXPERIENCE**

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**September, 2023- January, 2024- Gabriel Archangel Toddler Playschool  
SM City, Dasmariñas, Cavite, Philippines**

#### **Teacher Aide – Part Time**

1. Support the main classroom teachers in the implementation of daily programs to facilitate learning of children.
2. Conduct daily routine care and related duties
3. Assist for preparation art and craft materials, arrangement, appearance, decorations, and learning environment of the classroom.

**May, 2015 – March, 2023 IMEDGE ADVERTISING LLC.-  
Al Sajaa, Sharjah, United Arab Emirates**

#### **Admin Assistant/ Receptionist/ Sales Coordinator**

- 1 Acts as the point of contact for internal and external clients.
- 2 Deals with walk-in & online customer for their order with any of the sports uniforms or other sports kits.
- 3 Prepare for the documentation of the orders to send for the tailoring department.
- 4 Prepare documentation such as Work order, Quotation, Invoice, Receipts for the orders.
- 5 Book the collection of the orders with courier once it is not customer pick-up.
- 6 Maintains the Jobs order, Sales Invoice, Receipt with Quick Books & Sage system for tailoring department
- 7 Updating the Tailoring & Office Supplies Inventory & Timesheet.
- 8 Assist with recruitment, record maintenance & provide clerical support to employees.
- 9 Prepare Invoices, work permits and other works for Fabrication in the absence of Administrator
- 10 Other assigned clerical works.

**August 2013 – March 18, 2015      TAIPHIL PROTECH INDUSTRIAL INC. –  
Carmona, Cavite, Philippines**

**Accounting /HR Staff**

- 1 Prepare computations for the monthly benefits of the employees such as SSS, Pagibig, Philhealth.
- 2 Submit documents/worksheets of benefits to Government/Social agencies for the remittance of payment.
- 3 Prepare the timesheet for monthly computation of Salary of all production employees.
- 4 Prepare annual 13<sup>th</sup> month pay computation for all production employees.
- 5 Prepare monthly cash disbursement schedule.
- 6 Prepare and file payment vouchers.
- 7 Prepare, issue and file cheques for payment to suppliers.
- 8 Other clerical works assigned.

**October 2007 - May 31, 2013      Jessica Rose Taxi - Brgy. Piela, Governor's  
Drive, Sampaloc, Dasmariñas, Cavite, Philippines**

**Secretary/ Office Staff**

- 1 Update daily incoming/outgoing of materials/spare parts inventory
- 2 Prepare monthly summary of inventory
- 3 Prepare the monthly computation for the salary of all employees
- 4 .Prepare and pay the benefits of the employee, such as SSS, Philhealth, & Pag-IBIG Benefits.
- 5 Maintain records for daily income and expenses
- 6 Prepare monthly schedule for Sales and Expenses
- 7 Handle Petty Cash

**Sept. 2005 – March 2006 Abensons - Waltermart Ventures Inc. Carmona  
Depot, Carmona, Cavite, Philippines**

**Warehouse Assistant – JDA Staff**

- 1 Receive calls from other branches for stock requirements.
- 2 Check availability of items or stocks for other branch's requirements
- 3 Prepare documents for items to be collected by customers
- 4 Prepare documents for incoming stocks, pass-by and out coming products
- 5 File invoices, delivery notes, dispatch receipts and other documents

**Nov.2004- Feb. 2005 Abensons - Waltermart Ventures Inc.**  
**Carmona Depot, Carmona, Cavite, Philippines**  
**On the-Job-Training**

- 1 Update files, encoding, & checking of stocks.

**April, 2004- May 2004 Exito Electronic Philippines**  
**Carmona, Cavite**  
**Production Operator**

**April, 2003- May 2003 JAE Philippines Inc.**  
**General Trias Cavite**  
**Production Operator**

**Nov.2002- Dec 2002 Filipinas Daewoo Inc. Cavite Philippines**  
**On the-Job-Training**

- 1 Update files, encoding, & checking of stocks.

## **SKILLS**

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- With good interpersonal skills, resourceful and independent.
- Computer literate:
  - Microsoft Word, Microsoft Excel, Internet Explorer.

## **ELIGIBILITY/ EDUCATIONAL ATTAINMENT**

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**2001- 2005**                      **Bachelor in Business Administration**  
Major in Management  
Taguig Campus  
Lower Bicutan Taguig, Philippines

## **PERSONAL PROFILE**

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Date of Birth:                      May 15, 1984  
Place of Birth:                      Manila, Philippines  
Age:                                      39  
Civil Status:                          Single  
Citizenship:                          Filipino