

Marichris Magnaye

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marimagnaye123@gmail.com

WORK EXPERIENCE

Office Clerk/Warehouse Custodian

Jan 24, 2023-Present

•Petron Bataan Housing Refinery - Servicio Filipino Inc. •Alangan, Limay, Bataan, Philippines

- Initial checking of invoices issued by the contractors.
- Printing of PLDT and Cignal SOAs.
- Prepare work requests.
- Plotting of reservations and releasing it thru email.
- Answering phone calls and email concerns.
- Checking the orderliness and cleanliness of guesthouses.
- Ordering of materials thru Company System or directly sending email to supplier.
- Responsible in inventory of materials.
- Cleaning of warehouse, sorting/organizing of materials.
- Monthly water and electricity meter reading.

Billing Associate

Jul 19, 2022-Dec 24, 2022

•Unioil Petroleum Philippines, Inc. •Lucanin, Mariveles, Bataan, Philippines

- Prepare Delivery Receipt and Sales Invoice
- Prepare check/s and BIR 2307.
- Filing and sorting of DR and SI.

Human Resource Associate

Oct 10, 2020-Jul 15, 2022

•167 Shoppers Mart •Balanga, Bataan, Philippines

- Recruitment
 - Submit online job postings, shortlist candidates and schedule job interviews.
 - Coordinate orientation and training sessions for new employees.
 - Updating employee records
- Employee relations
 - Ensure smooth communication with employees and timely resolution to their queries.
 - Conduct disciplinary actions.
- Payroll
 - Checking of timecard (absences, lates and undertime)
 - Prepares payroll. Calculate employees' salary.
 - Submit SOA to treasury for the requisition of employees' salary.
 - Re-counting of money received from the treasury. Placing the money inside the envelope before releasing it to the employees.

Warehouse Clerk

Nov 6, 2019-Oct 22, 2020

•Edgesoft Good Solution, Dong-In - 3Cs Industrial Staffing •Mariveles, Bataan, Philippines

- Issue list of materials requested by the factory to the warehouseman for them to prepare.
- Create weekly schedule of skiving.
- Answering phone calls and email concerns.
- Accurately checking of the incoming and outgoing materials.
- Responsible in inventory of materials.

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Local Account Collection Associate

Apr 24, 2019-Oct 24, 2019

•AFAB-Stellar 167 Manpower Recruitment and Services Inc. •Mariveles, Bataan, Philippines

- Reviewing the company debtor list.
- Contacting customers and informing them of their overdue bills.
- Advising customers on their payment options and suggesting methods of payments.
- Negotiating suitable payment plans.
- Maintaining customer payment records.

EDUCATION

Bachelor of Science in Business Administration

Jun 2015 – Mar 2019

Major in Financial Management

•Limay Polytechnic College •Limay, Bataan, Philippines

Achievement: Bachelor's Degree | Diploma

TRAINING

**Basic Occupational Safety and Health for Safety Officer 2
BOSH S02**

Mar 07-11, 2022

• ACTSAFE, Health and Environmental Corp.

Achievement: Completed 40-hour Training Course | Certificate

On-the-job Training

Apr 24, 2019-Oct 24, 2019

• Land Bank of the Philippines •Balanga, Bataan, Philippines

- Assist full time employee at account opening section.
 - Encoding and verifying of customers' information.
 - Filing and sorting of documents.
 - Verifying availability of ATM cards and issuing it to the walk-in clients.
- Assist full time employee at customer service section.
 - Sending fax and emails.
 - Answering phone calls.

SKILLS

- Can maintain a professional attitude with peers, co-workers, and clients at all times.
- Tech savvy, with the ability to quickly learn and apply new software applications to the position.
- Knowledgeable in Microsoft Office (word, excel, etc.)
- Expert in achieving high levels of multi-tasking by remaining focused and goal oriented.
- Attention to details.
- Ability to work under pressure.