



# Mari Joy P. Albino

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## EDUCATION

October 2003  
**Cebu Institute of Technology University**  
*Bachelor of Computer Engineering*

*Computer Skills:*  
*Microsoft Office package*  
*Windows(8,97,98,2000,XP,Vista)*  
*Basic troubleshooting for Internet services.*  
*Can operate AUTOCAD software.*  
*Software Installation.*  
*Email configuration.(Outlook Express, Microsoft Outlook, Excel, Power Point, Eudora Light Email)*

## RELEVANT SKILLS

Appointment scheduling  
Vendor relations skills  
Data confidentiality  
Business correspondence  
Office administration  
Preparing contracts  
Account reconciliations knowledge

## CAREER OBJECTIVE

Trustworthy as Finance Admin/Payroll Associate with 6 years of practical experience and dedicated work ethic. Self-motivated to consistently provide first-class results in line with stringent targets and deadlines.

To work in a competitive world, enhancing my skills, talent, to develop my personality, and strength and to improve my weaknesses for a much better individual.

Responsible, passionate about delivering outstanding quality and service. Offering years of experience in industry with history of recognition for performance.

## PROFESSIONAL EXPERIENCE

February 2024 - Present

### Finance Staff/Credit and Collection

#### Priland Development Corp.

*18th Floor BPI Corporate Bldg. Archbishop Avenue, Cebu City*

- Managing financial transaction and verifications, scanning buyers information sheet, preparing encoding transaction in FMIS system(Financial Management Information System), Assisting cashier's cash register and collection report.
- Managing accounts in Post Dated Checks during equity payment, Track bank deposits and payments.
- Preparing checklist for buyers complete equity payment for turn-over property.
- Manage accounts receivable, including monitoring buyers payments and following up on delinquent accounts.

June 2017–July 2023

### Finance Admin/Payroll Associate

#### Servicio Filipino Inc.

*7th Floor JESA ITC Bldg. General Maxilom Avenue Cebu City*

- Duties to revised billing attachments and gather all information needed to calculate amount receivables. Checking billings discrepancies and issuing complete computation to ensure accuracy of final bill.
- Updates payroll records by entering changes in regular pay and overtime pay per cut-off, Resolves payroll discrepancies by collecting and analyzing information and interacting to assign department.
- Do collection by issuing officiaeel receipt and checking withholding tax. Collection report, receive payments through various methods like cash and cheque credibility.
- Maintain employee confidence and protects payroll operations by keeping information confidential.
- Answer customer inquiries and resolve issues immediately.
- Sending out payment reminders to clients.
- Oversaw large team of clerical staff and set clear tasks and work objectives.

August 2015 - April 2017

### Customer Tool Service - Repair

#### Hilti Philippines Inc.

*M.Velez St. Cebu City*

- Respond to telephone and emails inquiries, providing quality service to customers and associates inquiring about the availability of products or status of orders
- Provide information about repair services especially the Life time Services and trade in process.
- Manage and resolve customer complaints.
- Manage a customer service base that consist of both prospective and existing customers.
- Maximized customer satisfaction by resolving service issues promptly.
- Addressed customer service inquires quickly and accurately.
- Kept detailed records of customer interactions for future reference.

## Seminars Attended

Assembling & Installation  
Seminar - October 2001

Basic Administration of Linux  
Operating System - August 2003

Bridging IT with Business  
Realities Training - October  
2003

April 2014 - July 2015

### Admin Executive

#### Azaza Biz Solution Inc.

General Maxilom Avenue, Cebu City

- Responsible includes juggling phone calls, handling emails.
- Planning and scheduling appointment for clients.
- Organizing and maintaining files & records.
- Record exact information of customer contacts if it's under new customer.
- Communicated and collaborated confidently with key stakeholders, negotiating positive business outcomes.

January 2011 - December 2009

### Admin Executive

#### Capital Technology Inc.

Doha, Qatar

- Took notes and distributed agenda for weekly meetings.
- Performed basic clerical skills :light typing, ordering of office supplies and arrange conferences.
- Duties include scheduling appointments, knowledgeable bookkeeping programs such as Microsoft Excel and preparing daily scheduled appointments and presentation materials.
- Eventually took over the responsibilities of answering questions and fulfilling requests for agents and clients with time sensitive issues.
- Facilitating communications within an office and fielding interactions with our clients.
- Perform administrative tasks, including filing service contract documents, scanning, photocopying.
- Maintaining confidential department files/records.
- Ordered and maintained large inventory of CCTV supplies during 1st week of the month.
- Ensured office data, financial statements and confidential records stayed protected and secure by performing data backups.

July 2006 - July 2006

### Semiconductor Operator

#### Powertech Technology Inc

Hokou, Hsinchu Taiwan R.O.C

- Handled by a world class manufacturing environment adhering to the most stringent quality standard in semiconductor industry.
- Take charge of production & product inspection upon this specification.
- Works on a shifting schedule.
- Stayed in-line with health and safety standards by closely monitoring operations and wearing personal protective equipment.
- Achieved quality and productivity KPIs, helping to operate efficiency.
- Completed production time sheet during assembly and on completion of task.

March 2004 - March 2006

### Overseas Technical Assistant

#### Promos Technology Inc.

Science Park, Hsinchu Taiwan R.O.C

- It is renowned in the global DRAM I industry for its outstanding performance in technology advancement and manufacturing efficiency.
- It provides complete high performance and high density commodity DRAM memory chips.
- Communicated technical information to non-technical audiences in an easy to understand manner, through presentations and product demonstrations.

November 2003 - February 2004

**Data Encoder**

**Innodata Knowledge Services Inc.**

Subangdaku, Mandaue City Cebu

- Maintain correctness in placing of codes in the documents as per client's specification.
- Maintain correctness in placing of codes in the electronic file.
- Identified errors in data entry and related issues, reporting to supervisors for resolution.
- Conducted data cleaning tasks to achieve productive workflow.

**REFEREENCES:**

**Randy E. Asignar**

**CPM**

**Teradyne**

**Nathaniel Armenteros**

**Manager IAM**

**Lexmark R&D**

**Andrew E. Gomez**

**R&D Engineer**

**Lexmark R&D**

**Richell G. Carreon**

**Operation Head**

**Servicio Filipino Inc.**