**Mary Ann Bedes Morales**

To handle a position of responsibility where I can apply and enhance my knowledge that will beneficial not just into myself but more into the development of the company where I can be.

*Staff Assistant / Office Clerk*

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**Education**

2006 – 2008 WORLDTECH RESOURCES INSTITUTE

San Jose Street, Goa, Camarines Sur

2yrs. Computer Programming

2002 – 2006SAN RAMON PILOT HIGH SCHOOL

San Ramon, Lagonoy, Camarines Sur

1996 - 2002 BURABOD ELEMENTARY SCHOOL

Burabod, Lagonoy, Camarines Sur

**Special Skills**

* Adoptive to Microsoft Offices (Windows, Word and Excel)
* Good interpersonal skills
* Proven capacity to work effectively on variety of task in a demanding and fast paced environment.
* Well organized in filing system.

**Personal Info**

**Address**

45 Eucalyptus St. Western Bicutan

Taguig City

**Phone**

(0917) 9830877

**Experience**

**Email**

2017 – 2019 **Staff Assistant (Billing Analyst)**

*Villaseran Maintenance and Services Corporation*

*PAL express – Corporate Logistics Department/ Import-Export Division*

**Job Description:**

* File documents in accordance w/ an established filing system following specific & readily recognized identifying information.
* Received Billings and other documents from suppliers/broker/forwarder.
* Validate billings and prepare payment order.
* Prepare transmittal and forward documents such as Payment request to other offices.
* Reviews and update monthly expenses for all shipments and other related expenses.
* Follow up collections of various brokers / forwarders to ensure that they will be paid on time.
* Prepares Purchase Requisition of office supplies & equipment, employee amenities and other materials/items required for daily operations.
* Maintain a systematic filing and safekeeping of office records and documents.
* Answer courteously and screens all incoming phone calls and ensure such are properly handled and all messages are relayed to concerned personal.
* Performs other liaison work as deemed necessary by superior for the effective operation of the division.

2017 – 2017 **Machine Operator**

*Toms Manufacturing Corp.*

*Blk.1, Lot 2, Daiichi Industrial Park*

*Ecozone, Maguyam Road, Silang Cavite*

*May 2017 – July 2017*

**Job Description:**

* Operate Machines and construct reports of output for the day.
* Clean area of work and turn over reports and machine status for the next shift.

[mbedes@ymail.com](mailto:mbedes@ymail.com)

**Date of Birth**

October 31,1989

**Place of Birth**

San Leonardo, Nueva Ecija

**Age**

29 Years Old

**Height**

5’0

**Religion**

Born Again Christian

**Civil Status**

Married

**Citizenship**

Filipino

**Mother**

Maria Eva Soledad A. Bedes

**Father**

Reynaldo R. Bedes

**Languages**

Filipino

English

**Software**

Microsoft Word

Microsoft Excel

Microsoft

PowerPoint

2010-2010 **Secretary**

*Nara Enterprises*

*2D Amsterdam Ext. Fortmax Southgreen*

*Park Subd. Merville, Parañaque*

*July 2010 – December 2010*

**Job Description:**

* Monitor Drivers for the status of trips.
* Prepare billings for the week’s total trip to be billed.
* Prepare payroll and pay slip of drivers and helper for their weekly salary.

2007 – 2012 **Secretary**

*CREEKSIDE FARM INC.*

*Km. 108, Diversion Road*

*San Leonardo, Nueva Ecija*

*April 2008 – November 2008*

**Job Description:**

* Do a weekly inventory of farm animals, tools and others.
* Make a weekly report of sales and expenses.
* Prepare pay slip and weekly payroll of helpers.

**Mary Ann B. Morales**

*Applicant*

*I hereby certify that the above information is true to the best of my knowledge.*

**Ms. Audry Valerie B. Vallejo**

Acting Import-Export Coordinator

Aircraft Support Purchasing Division

Corporate Logistics & Services Department

 +632 855 8000 loc. 2207

**Mr. Glen A. Rosales**

OIC Supervisor, Import-Export Division

Corporate Logistics and Services Department

09175570296

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**Character References**

**Experience**