



MABELLE B. PALAPUZ



Al Nadah 1, Al Ain Bldg. Sharja UAE



iqueyuchee09@yahoo.com



+971 56 131-0245

Objective

To be a part of a company wherein doors of learning horizons are never close and in return, I shall perform with the best knowledge and abilities for the continues growth of the company.

Personal Information

Gender : Female

Date of Birth : July 12, 1987

Citizenship. : Filipino

Dialect can speak or Write:
Tagalog & English

Visa Status : Visit Visa April

Passport Expiry Date : Aug.
05, 2028

Achievements

Service Award (Registrar
Services)

EARIST, Cavite Campus |
G.M.A Cavite.

March. 27, 2008

Strength

*I am dependable and reliable.
Team work is my tool to
success and excellence is my
foot path.*

WORKING EXPERIENCE

RMV Roseco Marketing Ventures

RMW, 2827 Unit I Pilapil st. Pasay City.

Jan. 2018 – Nov. 2018

Office Encoder

- Keeps PC in Top shape, records all report that are being assigned.
- Copies files that were encoded by technical, make necessary corrections and / or revision.
- Prepares final copies of the reports, labels and attached photographs, inserts attachments, bind reports, covering letter and summary and collates the reports.
- Request photocopying of plans and scanning pictures prepare transmittal letter.
- Encodes / edits texts from technical write-ups following standards formats and methodologies set by the company, preform other assignment that maybe given.

Taiphil Protech Industrial Inc.

Granville Industrial Complex, Carmona, Cavite.

Feb. 05, 2017- Dec. 15, 2017

Winding Machine Operator

- Winding wire on a Bobbin
- Taping wire
- Cutting the excess wire before transfer to Soldering Department.

United Graphic Expression Corporation UGEC

Dasmarinas Technopark, Cavite

June 10, 2013– April 19, 2014

Sorter/Quality Controller

- Sorting the good and rejects items.
- Checking the color of the items using the LCD.
- Make sure to achieve daily targets.
- Daily reports at the end of every items controlling.

Quantum Amusement and Recreational Park

SM Dasmariñas, Cavite.

May 14, 2012 – April 12, 2013

Amusement Attendant

- Sell tickets and collect fees from customer.
- Schedule use of recreation facilities.
- Operate amusement concession and rides.
- Record details of attendance, sales, receipts, reservation or repair activities.
- Maintain and provide equipment to participants of sporting events or recreational pursuits.
- Monitor activities to ensure adherence to rules and safety procedures or arrange for the removal of unruly patrons.

Philippine National Construction Corporation

Sitio Latian, Mapagong, Silangan, Calamba, Laguna

Sept.9, 2008-Nov. 8, 2010

Toll Teller

- Collecting a toll fees from the motorists for using the toll way.
- Received and made change. Operated a toll booth in a polite efficient manner.
- Worked to process toll transactions for customers using the toll road handling cash transactions and reconciling the drawer at the end of shift.
- Issuance of “Magnetic toll cards” at entry toll.
- Utilized basic mathematical skills and accounted for monies received.
- Maintained accountability for each transaction, equipment, supplies and funds assigned or collected during the tour of duty.
- Prepare clear and concise reports of daily work activity.

INTER PERSONAL SKILLS

- Able to work under pressure.
- Exceptional interpersonal skills and customer service.
- Multitasking and time-management.
- Flexibility, Adaptability and Problem solving.
- Computer Skills and knowledge of relevant software – (MS Word, MS Excel, MS Publisher, MS Power Point) and Outlook.
- Knowledge of clerical and administrative procedures and systems such as filing, copying and record keeping.

EDUCATIONAL BACKGROUND

Degree: Bachelor of Science in Office Administration | Major in Office Management

Date Earned: 2004-2008

University: EULOGIO “Amang” RODRIGUEZ | INSTITUTE OF SCIENCE AND TECHNOLOGY

General Mariano Alvarez, Cavite

SEMINARS ATTENDED

ISO Awareness Program | Nov. 11, 2008

PNCC-TMD Training Room

Sitio Latian Mapagong | Calamba., Laguna, Phil.

Seminar-workshop | March 24-26, 2008

EARIST, Cavite Campus Phil.

Career Opportunities in Retail Industries | Career in Caravan | Effective Resume Writing |
Preparing for Job Interview.

Responding to the needs of the Office Administration | February 15, 2006

De La Salle University, Cavite

Life at the Call Center | February 23, 2005

De La Salle University, Cavite

CHARACTER REFERENCES

Jeannette Castro

MARMUM DAIRY FARM

Purchasing Supervisor

Mobile No. 056-942 3416

Elenor Palapuz

PRIVATE LIMOUSINE LLC

HR Coordinator

Mobile No. 050-424 6803

Giselle R. Hermogeno

HRMS : 122203

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

MABELLE B. PALAPUZ