

MARIANNE JOYCE L. DE CAIMAN

OBJECTIVE:

Looking to secure a rewarding and challenging new role where skills and knowledge can be applied.

WORK EXPERIENCE:

CLERK DESIGNATED AS DDRC

JANUARY 2023 – PRESENT

VISAYAS STATE UNIVERSITY VISCA, BAYBAY CITY, LEYTE, PHILIPPINES

- Data controller functions of the Document and Records Controller (DRC) within the unit assigned by: a) issuing, maintaining, retrieving and controlling of documents; b) assigning of document numbers and other coding controls for document in coordination with the DRC; c) coordinate with and inform relevant personnel on any changes; and d) ensuring the implementation of the control of records.
- Assists in monitoring and consolidating all VSU-funded extension projects' accomplishment and workloads;
- Assists in monitoring and consolidating reports of all trainings conducted from departments, centers, institutes and colleges;
- Assists in facilitating Extension In-House Reviews;
- Assists in facilitating the Farmers and Fisherfolks' Day, Baybay Agro-Fair, Mobile Exhibits and other related activities;
- Assists in Desktop publishing and productions;
- Assists in producing IEC materials like brochures, leaflets, handouts, RDE highlights, Video Production, etc.;
- Performs other tasks that may be assigned by the supervisor/superiors. Assists in Desktop publishing and productions

SCIENCE RESEARCH ASSISTANT

AUGUST 2022 – DECEMBER 2022

VISAYAS STATE UNIVERSITY VISCA, BAYBAY CITY, LEYTE, PHILIPPINES

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PERSONAL



Name

Marianne Joyce L. De Caiman



Address

Brgy. Guadalupe Inopacan, Leyte



Mobile Number

+971 918 4603086



Email

ennairamjoyce08@gmail.com

SKILLS & ABILITIES

Communication

Multitasking

Flexibility

MS Office

Ability to work independently or as a team

EDUCATION



VISAYAS STATE UNIVERSITY

Visca, Baybay City Leyte,
Philippines



**Bachelor of Science in
Computer Science**

REFERENCES

Available upon request



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RECEPTIONIST CUM SECRETARY

JUNE 2021 – JUNE 2022

CHINESE LANGUAGE INSTITUTE MIDDLE EAST, ABU DHABI, UAE

- Outbound calls & Inbound calls.
- Check frequently the levels of supplies and place appropriate orders.
- Assist in facilitating organizing of events, and new promotions to share on social media and in partnership portals.
- Maintaining reports on Institute social media accounts.
- Write and distribute emails, correspondence memos, letters, and forms.
- Document Controller.
- Record Keeping & Data Management.
- Assists in producing IEC materials such as leaflets, handouts, and examination papers.

RECEPTIONIST CUM SECRETARY

APRIL 2019 – APRIL 2021

AL RASHID TRANSPORTING AND CLEARING EST., ABU DHABI, UAE

- Prepare and send Quotation
- Answering phone calls from clients, and sub-contractors and redirecting them if necessary.
- Check frequently the levels of supplies and place appropriate orders.
- Organize a filing system for important and confidential company documents.
- Write and distribute emails, correspondence memos, letters, and forms.
- Document Controller.

SECRETARY

DECEMBER 2017 – FEBRUARY 2019

ADVANCED ENGINEERING TECHNICAL WORKS LLC., ABU DHABI, UAE

- Answering phone calls from clients, and sub-contractors and directing them if necessary.
- Managing daily/weekly/monthly agendas and arranging meetings for appointments.
- Support and facilitate the completion of reports.
- Check frequently the levels of supplies and place appropriate orders.
- Organize a filing system for important and confidential company documents.
- Planning meetings and taking detailed minutes
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- Planning meetings and taking detailed minutes
- Write and distribute emails, correspondence memos, letters, and forms.
- Book travel arrangements and accommodation.



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OFFICE ADMINISTRATOR

- Prepare and send Quotations and Completion Reports
- Planning meetings and taking detailed minutes.
- Scanning all relevant new documents
- Document controller
- Organize company documents.
- Data Entry.
- Record Keeping & Data Management.
- Book travel arrangements and accommodation.
- Facilitate daily records of the in-progress, scheduled, and completed works.

ACCOUNTANT

- Providing accounting and Clerical assistance
- Handling Petty Cash and providing a monthly report for expenses.
- Prepare and send Invoices and payroll.
- Typing accurately, and preparing and maintaining accounting documents and records.
- Preparing statements of accounts to clients and payments for the suppliers.

CUSTOMER SERVICE REPRESENTATIVE

JANUARY 2016 – SEPTEMBER 2017

AZPIRED INC., CEBU CITY PHILIPPINES

- Inbound Calls
- Managing large amounts of calls
- Identifying customers' needs, and clarifying information and complaints.
- Book and dispatch reservation orders from customers.
- Build sustainable relationships with Internal/External customers and co-workers.
- Performs other duties assigned by Account Manager/Team Leader.
e.g. Assist in training new employees.
- Manage the escalated services concerns received from Internal/External and especially customers.

ADMIN CUM SECRETARY

NOVEMBER 2015 – JANUARY 2016

DENR, ALBUERA, PHILIPPINES

- Organize a filing system for important and confidential company documents.
- Record Keeping & Data Management
- Document Controller.
- Write and distribute emails, correspondence memos, letters, and forms.
- Book travel arrangements and accommodation.
- Prepare reports and presentations for Monthly status from assigned works