



Saralyn Guillen

Contact

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- 📍 Ichon, Macrohon, Southern Leyte

About Me

I am a detail-oriented and well-organized professional with a background in administrative and finance support, complemented by hands-on experience in customer order processes. My previous responsibilities included handling customer purchase orders, preparing invoices, monitoring and inspecting inventory, and coordinating weekly stock requests to ensure smooth and timely deliveries. I am actively seeking a position where I can leverage and expand my skills, while working toward greater responsibility and career growth

Skills

- Microsoft Office
- Google Workspace
- Basic Bookkeeping
- Data Entry
- Cold Calling
- Inventory Management
- Supply Chain Coordination
- Record Keeping

Language

- English
- Filipino

Education

- Bachelor of Science in Business Administration-
Major in Marketing Management** 2022
Southern Leyte State University Tomas Oppus Campus
- K12 : Accountancy and Business Management** 2018
Ichon National High School

Experience

- Customer Order Management Associate** January 2024–October 2025
FAS DIAGNOSTIC INC.
Efficiently manages customer purchase orders, ensuring accurate invoicing and delivery receipts, and inspects items prior to delivery. Monitors and maintains stock levels by conducting inventories and submitting weekly stock requests to ensure availability. Verifies and stores supplies, ensuring delivery receipt accuracy, and coordinates with both customers and supply officers to address concerns such as product availability, expiry dates, and delivery schedules.

- Finance and Admin Officer**
CRIF PHILIPPINES INC.

- **FINANCE OFFICER** February 2023– December 2023
Manages monthly petty cash for the Cebu tem and assist in ordering SEC documents, records official receipts, handles weekly liquidations, and coordinates with finance for replenishments. Maintains accurate fund records using Excel, Google sheets and monitors cash advances for field analysts.
- **ADMIN OFFICER** September 2022–January 2023
Handles office supply management, prepares budget proposals for events and major purchases, and submits monthly electricity bills. Supports HR and Marketing in organizing events, relays employee concerns to the head office, processes business permits, and coordinates with suppliers for canvassing and procurement needs.

- SOUTHERN LEYTE CAPITOL- HMO Office** May 2017
Summer Job/Part Time
Assists and entertains visitors, and organizes employee paperwork and daily time logs to ensure proper documentation.

References

Edwin Joseph III Guirnela

TEAM MANAGER
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Annalyn Batucan

SALES OFFICER
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