



IVORY ALVAREZ CAPINPIN

CONTACT



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Deira, Dubai, UAE

PERSONAL INFORMATION

Age : 25
Sex : Female
Date of Birth : Oct.13,1995
Height : 5'6"
Weight : 70kg.
Civil Status : Single
Citizenship : Filipino

PROFESSIONAL SUMMARY

Motivated, results-oriented and eager to bring strong administrative skills to a growing company in need of top-level support. Excellent in organization, communication, and relationship-building skills. Articulate and friendly with a professional demeanor. Handles multiple responsibilities simultaneously while providing exceptional customer services. Quick learner of new concepts and skills that is beneficial to the company. Passionate to join an organization which will help in professional growth.

PROFESSIONAL EXPERIENCE

SECRETARY/ADMIN

WARIER TECHNOLOGY LLC

March 03, 2018 – June 11, 2020

- **Handle Security Industry Regulatory Agency (SIRA) Portal**
- **Handle Video Guard Portal**
- Attends to company phone calls for customer's inquiries and general queries
- Prepares quotation/estimate based on customer's inquiries for management approval
- Send e-mail to client for necessary communication
- Prepares invoice for confirmed job order/s
- Placing order for supplies needed for job order/s
- Collection of payment from customer/s
- Payment of supplies used to supplier/s
- Recording of all necessary transactions on Account Books (*e.g. Sales, Expenses, A/R, A/P, etc. in excel format*)
- Monitors and manages A/R and A/P accounts (*EXCEL*)
- Conducts collection follow-up for delinquents' clients thru email and phone calls
- Preparation of monthly financial reports
- Prepares Memorandum of Agreements, General Announcements, and other types of letter that are needed by the Management
- Maintain employee records and files
- Handles monthly employee payroll and attendance

- Participate in management decisions alongside company owners/partners
- Supervise in-house production of job order/s
- Check and maintain good quality products for in-house and outsourced job order/s
- Responsible for answering customer's feedback if needed
- Overall responsible for well-being of employees and the company

SKILLS AND COMPETENCIES

- Computer literate
- Knowledgeable in MS Office Application (MS Word, Excel, PowerPoint)
- Knowledgeable in data entry and administrative support
- Has the passion and willingness to learn and drive for success
- Strong ethics and the ability to keep information confidential
- Ability to work under pressure
- Fast learner and flexible

EDUCATION

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION MAJOR IN FINANCIAL MANAGEMENT

College of the Immaculate Conception

Cabanatuan City, Nueva Ecija, Philippines

2012-2016

SECONDARY EDUCATION

General de Jesus College

Jaen, Nueva Ecija, Philippines

2008-2012

PRIMARY EDUCATION

Sapang Elementary School

Jaen, Nueva Ecija, Philippines

2002-2008

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

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