

MA. ROWENA J. JAVATE

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Career Objective:

To be able to work in your company where in I can impact my knowledge and skills at the same time to have personal and professional growth.

Personal Profile

Highly motivated & organized professionals, capable & confident of working independently as well as in a group. A fast learner who possesses good inter-personal skills & comfortable interacting with all levels of management & flexible in all kinds of job.

PROFESSIONAL EXPERIENCE

Daldhis General Trading LLC

June 2020 up to November 2020
Deira, Dubai, UAE

Document Controller / Logistics Assistant / HR / Admin Assistant & CEO Secretary

- ◆ Responsible for the smooth coordination and arrangement of all incoming and outgoing shipments
- ◆ Preparing and updating packing lists
- ◆ Coordinating with customers and resolving necessary concerns
- ◆ Checking of invoices before being sent out
- ◆ Coordinating with the relevant teams with regards to shipments and other inward logistics requirements
- ◆ Maintain and obtain relevant documents such as Copy of Purchase Order, Bill of entry, Shipping bill, Deliver order, Bill of lading, Airway bill (AWB), Delivery Note etc. to track and facilitate the delivery process.
- ◆ Creation of Inbound delivery in SAP
- ◆ Post Inventory transactions on SAP system when required to do so.
- ◆ Monitor the receipt of all freight received by the plant warehouses to facilitate tracking and safe receipt of all orders.
- ◆ Coordinate and follow up with internal customers to ensure desired logistics objectives, priorities and schedules are met and communicated to management.
- ◆ Update all files and systems accurately to ensure constant availability of information on systems at all times.
- ◆ Adhere to all relevant organizational and departmental policies, processes, standard operating procedures and instructions so that work is carried out to the required standard and in consistent manner.
- ◆ Need to build rapport with suppliers, freight forwarders, logistics firms, insurance companies, ministries, customs, port authorities, etc.
- ◆ Providing comprehensive support to the CEO, and Executive Team managing the organization operation including working remotely with the Branches across the country

- ◆ Provide calendar management for the CEO. Prioritize inquiries and request while resolving conflicts; make judgments and recommendations to ensure smooth day-to-day engagements.
- ◆ Other project / duties as assigned for the overall benefit of the organization.

Derby Design Engineering Consultancy LLC

Nov 2018 up to March 2020

Rm. 204 Al Ain Tower

Hamdan St., Abu Dhabi UAE

Document Controller / Administrative / Receptionist

- ◆ Coordinate the activities of Document Control according to project requirements, including submission of drawings and other technical documents for client view.
- ◆ Attending and answering phone calls inward and outward.
- ◆ Prepare and distribute Document Transmittal Sheet (DTS) on every project submission and kept in the server.
- ◆ Maintain the files and control logs as required by the project and as per ISO 9001-2008 standard.
- ◆ Tracking, updating and ensuring the correspondences are answered/responded.
- ◆ Scanning and printing of documents needed by Managers/Engineers.
- ◆ Checking emails and preparing necessary Comments Reply Sheet (CRS) on time sent by Engineers in response to the needed drawings & documents re-submission
- ◆ Maintain and monitoring office supplies, utilities and automation.
- ◆ Assisting and helping Office Manager in the task that needs to do i.e submitting / deliveries invoices to Contractors, follow up payment, ensuring that Drawings List for the new projects being posted and any other works needed to finish.
- ◆ Maintained office supply inventory & placed orders as needed.
- ◆ Keep front desk, meeting rooms & director's room tidy and presentable.
- ◆ Doing other clerical and administrative works.

Semat City General Trading LLC

May 2015 up to March 2018

Rm. 503 Business Point Bldg

Deira Dubai UAE

Admin Assistant / Secretary / Archives Clerk / Receptionist

- ◆ Assist Accounts in preparing Monthly Sales Report and other accounts related works.
- ◆ Process accounts payable ensuring timeless and accuracy of information.
- ◆ Process accounts receivable, accuracy of codes and appropriate backup.
- ◆ Supports accounting operations by filling documents, reconciling statements, running software programs.
- ◆ Compute, record and proofread data and other information such as records or reports.
- ◆ Maintaining accounting controls by following policies & procedures
- ◆ To manage the front desk activities, involving meetings & greeting client Ensure Reception Area is clean and tidy.
- ◆ Screening incoming calls, routes calls to proper recipient, taking & relaying messages as needed.
- ◆ Display a professional behaviour and etiquettes on job.
- ◆ Keep a check on Office Supplies, monitor the inflow and outflow regularly and maintain records.
- ◆ Performed various secretarial/clerical duties such as documenting, photocopying, mailing and organizing filing system.

- ◆ Assist in all clerical and administrative operations and activities such as (General Documentation, Photocopying & other necessary paper works).

Sound Development Corporation

October 2007 - February 2015
Makati City, Philippines

Administrative & Executive Secretary

- ◆ I monitors all incoming correspondents & documents, ensures that tasks/things to be done on that day and/or documents to be attended to are on the desk of the superior in the morning; I organizes, receives files and sorts all incoming letters, memos, reports & others documents, I prepares transmittal letter for outgoing documents, drafts reports, inter office correspondence and other memos.
- ◆ Coordinates and attends to appointments, meetings, office events, project launches & work sessions of immediate supervisors and other managers to whom he is assigned.
- ◆ Conducts regular inventory of all office supplies, printing requirements (e.g letterheads, memo pads etc.) and office grocery needs, I canvass, purchase & purchase order of the supplies needed in the office have it approved by superior & prepare the cheque after;
- ◆ Keeps track of all appointments & schedules of the Presidents/EVP for meeting & other functions.
- ◆ Read and analyse incoming memos, submissions, and reports in order to determine their significance and plan their distribution. Open, sort, and distribute incoming correspondence, including faxes and email.
- ◆ Perform general office duties such as ordering supplies, maintaining records management systems, and performing basic bookkeeping work..
- ◆ Attend meetings in order to record minutes. Compile, transcribe, & distribute minutes of meetings.
- ◆ Set up & oversee administrative policies & procedures for offices and/or organizations.
- ◆ Review operating practices and procedures in order to determine whether improvements can be made in areas such as workflow, reporting procedures, or expenditures.
- ◆ Interpret administrative and operating policies and procedures for employees.

De La Salle – *College of Saint Benilde*

April 2006 - October 2007
Taft Ave, Manila Philippines

Purchasing / Receiving

- ◆ Inspect delivered furniture & equipment based on Purchase Order before receiving the items.
- ◆ Prepares, Processes SPA and Turn Over of Property Accountability.
- ◆ Prepares report as required by accounting office related to college property.
- ◆ Conducts Annual Physical Count of all properties and equipment.
- ◆ Check MRF and PO from Purchasing for a schedule of delivery.
- ◆ Inspect materials / goods based on PO and compare it with the Delivery Receipt / Sales Invoices .
- ◆ Check if all documents are complete (DR/Invoice/OR) before receiving the items.
- ◆ processed the documents for the payment after the complete deliveries.
- ◆ Update and Files the documents.

SGS Far East Ltd MLO

July 1999 – July 2000
Makati City, Philippines

Quality & Assurance Clerk

- ◆ Entry/Update IAN (Import Advice Note) documents, Checking & Coding (LC and non LC's) received from Central Bank and Commercial Banks.
- ◆ Communicate by clients & affiliates re: follow up & status of their transactions.
- ◆ Information as reported with regards to the result of the Physical Inspection.

- ◆ Performed by the inspecting office from the country of supply. This data is received via Electronic Data transfer, retrieved and integrated into the system, 3x a day using AS400.
- ◆ Checking and/or creates files or record keeping Systems, Sorts, Labels, Files & retrieves documents or other materials.
- ◆ Prepared Internal Quality Assurance requirements for IT related standard policies & procedures and conducted annual seminars/trainings for all officers & staffs.

EDUCATIONAL ATTAINMENT

College: Arellano University
 Bachelor of Science in **COMMERCE**
 Major in **COMPUTER SCIENCE**
 Manila Philippines
 SY 1994 – 1998

PERSONAL INFORMATION

Date of Birth:	December 15, 1977	Place of Birth:	Manila, Phils.
Height:	5ft and 3 inches	Weight:	100 lbs
Passport #:	P5397826B	Place of Issue:	PCG Dubai,
Citizenship:	Filipino	Visa Status:	Visit Visa
Language:	English, Tagalog		

PERSONAL SKILLS

- ◆ Able to work independently / Quick to learn
- ◆ Attention to detail / Quality
- ◆ Adaptable to new environment / Loyalty & Flexible
- ◆ Hardworking and dedicated to work tasks

Availability: Immediately