

MARY JOY S. CABRERA
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Career Objective: To have a rewarding career that will enable me to enhance my skills and apply my work experiences to contribute efficiently in your highly competitive company.

Job Experiences:

March 2012 up to July 2020

Billing/Accounting Assistant
United Engineering Projects Co. LLC / OXY Chain
Muscat, Sultanate of Oman
Oil and Gas Division

- Preparing and processing of Invoices/Bills of Sub-contractors
- Updating and monitoring daily/monthly reports from the site
- Making timesheet of work instructions for OXY Invoices
- Making Local Purchase order/Delivery order for Suppliers Proposal
- Preparing of Price Proposal
- Receiving and checking of Job cards /work pack
- Checking Petty Cash bills of Site Expenses
- Checking and booking of tickets for approval
- Preparing Contracts for Sub-contractor
- Preparing cheques
- Attending phone call

November 2011 to February 2012

Human Resource (HR)
Peoplescope Specialist Inc.
Km 21 West Service Rd., Sucat, Muntinlupa City, Philippines
Human Resource Department

- Interviewing/Selecting of Applicants
- Conducting and Adminstrate Test/Exam
- Instructing applicants/new employees for required documents
- Processing of ATM cards
- Receiving and follow up the requirements of new hired employees
- Recording and entering in the system of employees details
- Filing and keeping files of the employees

March 2011 to October 2011

Data Entry Clerk
Fil-Pacific Apparel Corp.
Muntinlupa City, Philippines
Electronic Data Processing Department

- Receiving sales report from assigned store areas
- Scanning and entering the sales tags in the system
- Encoding monthly sales in the system
- Generating and printing of sales report of assigned stores
- Preparing Sales Daily Booking of the stores

August 2010 to February 2011

Customer Care Assistant

Insular Life Assurance Co. Ltd.

Filinvest Corporate City, Alabang, Muntinlupa City, Philippines

Policy Holder Services Department

- Processing of Loans/Insurance Policies
- Updating and recording of clients details
- Receiving mails for inquiries/follow ups
- Encoding monthly payments of clients
- Attending and assisting clients
- Receiving prepared cheque for signing of assigned officers/signatories

Educational Background:

Tertiary: **Pamantasan ng Lungsod ng Muntinlupa**
NBP Reservation, Muntinlupa City
Bachelor of Arts Major in Psychology
(2006-2010)

Secondary: **Muntinlupa National High School**
NBP Reservation, Muntinlupa City
(2002-2006)

Primary: **Muntinlupa Elementary School**
District I, Muntinlupa City
(1996-2002)

Training:

Global Business Support Services, Inc.
East Service Road, Alabang, Muntinlupa City
On the Job Training (June 17-September 5, 2009)

Alabang Psychological Services and Tutorial Center
17 Liberty lanes, Liberty Homes, East Service Road, Cupang, Muntinlupa City
On the Job Training (January 4-February 12, 2010)

Fundamental of Life Insurance Course (FLIC)
Insular Life Assurance Co., Ltd.
Ms. Belline Allison Y. San Pedro
Employee Training Section, HRD
February 3-4, 2011

Seminars Attended:

23rd Convention of the Psychological Association of the Philippines
Junior Affiliates Character Strengths of the Filipino: *"A Positive Response to Current Challenges"*
University of Sto. Tomas, Manila & Miriam College November 27-28, 2009
J. Enrique G. Saplala, PhD (PAPJA President)

PST 3T: Trouble, Test and Therapy
PLMUN (AVR) January 26, 2010
Ms. Ma. Lourdes Y. Lacupanto, M.A. Philippine Normal University

Personality Development with Human Relation

Room Cas G 3rd floor, (PLMUN), March 5, 2010

Prof. Mary Grace G. Villahermosa

Affiliations:

Iskolar ng Bayan (SANIB) 2006-2010

Psychological Society 2008-2010

Psychological Association of the Philippines (Junior Affiliates) 2009-2010

Skills and Qualifications:

- Computer Literate (Outlook, MS Word, Excel, Power point, Access)
- Passion for knowledge, actively pursue new learning experiences.
- Ability to organize, prioritize and can work under pressure, heavy work load and deadlines.
- Strong personal communications skills both written and verbal.
- Self-motivated, initiative, maintains a high level of energy.
- Accuracy and Attention to details.
- Tolerant and flexible, adjusts to different situations.
- Problem analysis, use of judgment and ability to solve problems efficiently.

Personal Data:

Date of Birth	:	May 11, 1990
Place of Birth	:	Muntinlupa City
Citizenship	:	Filipino
Religion	:	Roman Catholic
Height	:	5'3
Weight	:	110 lbs.
Language Spoken	:	English and Filipino

Character References:**Edlyn M. Mirandilla**

DCC

United Engineering Projects Co. LLC

#99324506

Christopher Toriente

Branch In-charge

Asia Express Exchange

#97309564

Catherine Toriente

Secretary

United Engineering Projects Co. LLC

#92889596

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

MJCabrera