



# DARREL COLLADO

DOB MAY 8, 1993/FILIPINO

## CONTACTS



### PHONE

0565107672 / 0527902984



### EMAIL

darrel.collado@yahoo.com

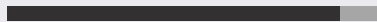


### LOCATION

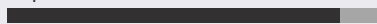
Rm 103 Blk B Oasis Bldg Al  
Mina Rd Dubai

## LANGUAGES

English

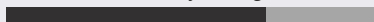


Filipino



## TRAINING & SEMINAR

ISO 9001:2015 Quality Management



Programming



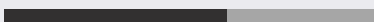
Computer Hardware Servicing



Visual Graphic Design

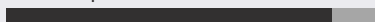


Anti-Sexual Harassment Seminar

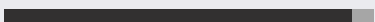


## SOFT SKILLS

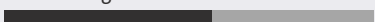
Leadership



Teamwork



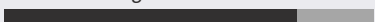
Time Management



Effective Communication



Critical Thinking



## PROFILE

Developing my skills within a company with a fulfilling career path and somehow being a means to enhance my work experience and knowledge that can be used to elevate my position in life and achieve my career goals that will also benefit the company.

## WORK EXPERIENCE

JUL 13, 2022 -  
JAN 30, 2024

### FIRSTANK INDUSTRIAL CORP.

Accounting Staff-Disbursement & Internal Quality Auditor

- Receive all company payables and request for cash; inspect the legality of attachments, accuracy and completeness, Cash count every morning and before closing the petty cash vault. Preparing for deposit and for release checks, monthly bill to be paid, Prepare the SAP-generated payment voucher for approval, Prepare checks for signature of approved payment vouchers, Preparing petty cash replenishment/liquidation, Preparing cash request budget for delivery, projects and other cash need payment, Encoding check or cash deposit of customers in Internal Server (SAP), Bank reconciliation and report every end of the month.
- Perform Internal audits to assess the organization's QMS processes and their compliance with ISO 9001:2015 standards, Gather evidence through interviews, documentation review, and observations. Identify non-conformities, areas of improvement, and opportunities for innovation. Examine QMS documents, records, procedures, and policies to ensure they are aligned with ISO requirements. Verify that documented processes are being followed in practice. Identify instances of non-compliance or non-conformities with ISO 9001:2015 standards and organization's procedure. Prepare comprehensive audit reports detailing findings, observation, and non-conformities. Handle audit findings and organization-specific information with confidentiality and discretion.

SEP 09, 2016 -  
AUG 20, 2020

### CANBRO CONCEPTS HOLDINGS INC.

Encoder

- Preparing store order and make purchase order to be order to suppliers, Follow up with suppliers, as needed, to confirm or change orders, Track orders and ensure timely delivery. Monitor stock levels and identify purchasing needs. Negotiating contracts with vendors and suppliers to obtain the best deals, Verifying purchases by comparing them to a master list and recommending alternatives for expensive or irrelevant products. Update excel data with order details (dates, vendors, quantities, discounts). Purchasing open market item if the item is not available in all suppliers, Preparing delivery receipt for Store delivery, Preparing billing for every store to be collected by accounting, Preparing monthly expenses report for all store.

## REFERENCE

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**Jerime Miramonte | Canbro  
Concepts Holding In.**

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EMAIL : jvmiramonte@gmail.com

**Beverly Inocencio | B. Braun  
Medical Supplies Inc.**

PHONE: (+63) 966-951-2347  
EMAIL : inocencio.beverly0216@gmail.com

**Sheree Mae Gregorio | Firstank  
Industrial Corporation**

PHONE: (+63) 916-770-4963  
EMAIL : janeiajhoraey@yahoo.com

MAR 13,2013 -  
MAY 20, 2014

### YAKIMIX CORPORATION

#### Receiving & Marketing Staff

- Preparing and Checking Item/goods request by all stores to be deliver, Encoding item to internal database that out for deliver, Making delivery receipt for all store items to be deliver. Receiving items/goods delivered by the suppliers, Checking the item expiration for first in first out (FIFO), Monitor stock levels and identify item needs to order. Preparing list of stock to be order by purchasing, Making delivery schedule for logistic.
- Making graphic design for flayers, poster and social for social media post for store promotions, Making Logo design for new store opening. Handling social media platform like Facebook and Instagram.

## EDUCATION

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2018 - 2022

### DR. FELIMON C. AGUILAR MEMORIAL COLLAGE

Bachelor of Science in Business Administration,  
Major in Financial Management

2010 - 2011

### DR. FELIMON C. AGUILAR INFORMATION TECHNOLOGY TRAINING INSTITUTE

Training in Programing, Computer Hardware Servicing &  
Visual Graphic Design