



Rosemary Emata

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SUMMARY

With 13 years of diverse experience across various industries, I am a seasoned professional known for my adaptability to a wide range of job descriptions and responsibilities. I am eager to pursue new and challenging opportunities that promote both personal and professional growth, enhancing my capabilities and responsibility. I am seeking roles that not only facilitate my development but also allow me to make a positive impact on my family's well-being.

WORK

NEAC MEDICAL APPLICATION CENTER - CEBU

Quality Document Control/ Administrative Officer/ Branch In charge

December 2021 - October 2024

- Appointed as the OIC, overseeing operations and ensuring smooth functioning at the branch.
- Providing administrative support to our team.
- Duties include organizing company records, overseeing branch budgets and maintaining office supplies in our branch.
- Prepare monthly reports on expenses and office budgets to be submitted in main branch.
- Organize important and confidential company documents.
- Documenting processes, collecting data, and analyzing pre-qualifying, Implement corrective actions, and drive ongoing enhancements our services and processes.
- Marketing In Charge, responsible for attending events on behalf of the organization.
- IT In Charge at the branch, managing and overseeing information technology functions.
- Provided supervision to employees during daily working hours, ensuring efficient workflow and adherence to organizational standards.
- Consultation and Pre-qualifying medical professional on their prefer state or country.
- Handle government documents and process for the branch.
- Appointed person to handle branch finances and sales and bookkeeping works.

NEAC MEDICAL APPLICATION CENTER - MANILA

Quality Document Control/ Administrative Officer

April 2017 - December 2021

- Reviews and verifies document records to ensure the documentation complies with regulations and internal quality control practices.
- Assisting reception area if needed back up.
- Manage both inbound and outbound shipments of documents on an international scale from the Board and ensuring timely and secure delivery.
- Over the phone sales and services follow up.
- Answering call and emails from the portal. Distributing documents to other departments

Oro Ink Supply System Corp - Davao City

Branch In Charge/Supervisor

February 2015 up to October 2016

- Spearheaded the successful launch of a new branch in Davao, leading a dynamic team of existing and newly recruited talent to establish a strong market presence.

Oro Ink Supply System Corp - Cagayan De Oro

Executive Assistant to the CEO

February 2014 up to January 2015

- Streamlined and managed the CEO's complex schedule for optimal efficiency.
- Oversaw and tracked international shipments and strategic purchases.
- Executed and managed high-value bank transactions with precision.
- Conducted strategic visits to affiliated stores and partners, both locally and internationally.

Oro Ink Supply System Corp - Cagayan De Oro

Printing Sales In Charge

January 2013 up to January 2014

- Led team to consistently achieve sales targets and drive business growth.
- Achieved sales targets and led team effectively
- Motivated team to achieve and surpass goals.
- Implemented effective strategies for sales success.

Oro Ink Supply System Corp - Cagayan De Oro

Layout Artist | 2012

September 2012 – October 2016

- Conceptualized and designed brochures for new product launches, as well as crafted flyers, street banners, billboards, and car stickers.

Tarp Matters Advertising Company

Layout Artist

April 2010 - June 2011

- Initially designated as a junior artist trainee.
- Officially appointed after one month, with a primary focus on creating layouts for tarpaulins tailored to various occasions based on client requirements and demands.

EDUCATION

Bachelor of Science in Information Technology

MISAMIS ORIENTAL STATE COLLEGE OF AGRICULTURE AND TECHNOLOGY

2 Years

June 2007 - March 2009

Visual Graphic Design NC II

1 year

Iligan Computer Institute

June 2009 – April 2010

SKILLS

- | | |
|---|---|
| • Strong Communication Skills both written and verbal. | • Effective Time Management |
| • Basic knowledge of accounting. | • Collaborative Teamwork |
| • Strong organizational skills and attention to detail. | • Administrative Proficiency |
| • Performance Tracking | • Proficient in Computer Skills |
| • Customer Service Excellence | • Capacity to Handle Beyond Workloads |
| • Proficiency with MS Office, Google Sheets. | • Ability to Work Under Pressure |
| | • Ability to multitask and prioritize work. |

REFERENCES

Ms. LIZA SAMUDIO DAQUEL

NEAC Marketing supervisor

+639911743569

Ms. Madell Raguel

Friend/Previous Colleague

+63 908 0842353