



# REALYN B. QUINLAT

## ADMINISTRATIVE ASSISTANT

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quinlatrealyn23@gmail.com

7even A Block GF Room 021 Dubai Investment Park 1

### PROFESSIONAL SUMMARY

Detail-oriented and resourceful Administrative Assistant with a proven ability to handle diverse administrative responsibilities. Supported executive team in preparing reports, presentations, and correspondences. Effectively managed office supplies and equipment, ensuring timely replenishment and cost-effectiveness. Strong communication skills and the ability to adapt to fast-paced environments.

### EDUCATION

#### COLLEGE:

**DATAMEX COLLEGE OF SAINT ADELINE, INC.**  
ASSOCIATE IN COMPUTER TECHNOLOGY  
S.Y. 2014 - 2016

#### HIGH SCHOOL:

DEL SUR GOOD SHEPHERD COLLEGE INC.  
S.Y. 2007 - 2011

#### MANDALUYONG MANPOWER AND TECHNICAL-VOCATIONAL TRAINING CENTER

FOOD AND BEVERAGE SERVICES NCII  
S.Y. 2019 - 2020

#### ELEMENTARY:

WAO CENTRAL COMMUNITY SCHOOL WAO  
LANAO DEL SUR  
S.Y. 2001 - 2006

### WORK EXPERIENCE

#### CNE INFORMATION TECHNOLOGY SOLUTIONS

##### ADMINISTRATIVE ASSISTANT (2021 - 2024)

An administrative assistant plays a vital role in improving the efficiency and productivity of an office by managing day-to-day operations, allowing other employees or executives to focus on more strategic tasks.

- **Clerical Tasks:** Managing phone calls, emails, and correspondence; scheduling meetings and appointments; maintaining filing systems (both digital and physical); preparing documents and reports.
- **Office Management:** Organizing office supplies, managing office equipment, and ensuring that the office environment is efficient and well-organized.
- **Customer Service:** Interacting with clients, customers, or visitors and assisting with inquiries or directing them to the appropriate personnel.
- **Project Support:** Assisting with planning, coordination, and execution of office projects or events.
- **Data Entry and Record Keeping:** Updating databases, tracking important records, and ensuring accurate documentation.
- **Financial Tasks:** Occasionally assisting with basic accounting tasks like processing invoices, managing budgets, or handling petty cash.

- **Communication:** Acting as a liaison between different departments, staff members, and external stakeholders, and ensuring clear and effective communication.

#### OTHER ROLES:

##### ASSISTANT PURCHASER

A support role within a purchasing or procurement department, assisting in acquiring goods and services for an organization. The job typically involves tasks like:

- **Researching Suppliers:** Identifying potential vendors and evaluating their offerings.
- **Processing Orders:** Creating and tracking purchase orders for goods and services.
- **Inventory Management:** Helping manage inventory levels and reordering products as needed.
- **Liaising with Suppliers:** Communicating with suppliers for quotes, delivery schedules, and ensuring products meet required standards.
- **Maintaining Records:** Keeping accurate records of purchases, prices, and contract details for future reference.
- **Supporting Budgeting:** Assisting in cost control and making recommendations to stay within budget constraints.

## WORK EXPERIENCE

### LOGISTICS

- Oversee logistics processes, including coordinating shipments and ensuring timely deliveries.
- Handle customer inquiries professionally, offering updates and resolving issues to ensure customer satisfaction.
- Collaborate with suppliers, transport teams, and internal departments to maintain smooth logistics operations.
- Track shipments, manage necessary documentation, and address any logistical challenges.
- Act as a liaison between our company and clients to maintain clear and effective communication.

### CLASSIC SAVORY LIGHT MALL CHOWKING EDSA CENTRAL

#### CASHIER AND FOOD SERVER (2020 - 2021)

- Greet customers and help determine their orders
- Accept cash and return the correct change
- Tally money in the cash drawer at the beginning and end of each work shift
- Respond to customer inquiries, issue receipts, and record customer suggestions
- Serve food and beverages to customers.
- Reconcile cash and other payments with the daily sales and prepare accurate reports for submission to the finance department.
- Identify and report any unusual activities or risks to ensure financial security.

## CERTIFICATE

- TESDA CERTIFICATE NCII  
Food & Beverages Services

## SKILLS

- Proficient in Microsoft Office
- Proficient in ATREX System / POS
- Organizational Skills
- Communication Skills
- Technology Proficiency
- Time Management
- Multitasking Skills
- Attention to detail
- Team Player

## LANGUAGES

- English
- Tagalog
- Hiligaynon
- Bisaya

## CHARACTER REFERENCE

### ELIZABETH DEEMOY

#### ***Purchasing manager / Owner***

Contact No: +639 778 110312

Email: edeemoy@yahoo.com

### CHRISTOPHER HERNANDEZ

#### ***Chief Executive Officer***

Contact No: +639 778 577665

Email: chris\_cne01@yahoo.com

### JASMIN CHU

#### ***Account sales / Purchaser***

Contact No: +639 173 274782

Email: jaz.chu0812@gmail.com

I Hereby approved that all information's are true and correct to the best of my ability and knowledge.

Realyn B. Quinlat