



CAROL ANN F. PESCANTE

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An experienced professional seeking for a challenging position that can impact company's performance as well as enhance the stored knowledge and skills.

SUMMARY OF QUALIFICATIONS

- With background experience in Procurement, Timekeeping and other Office Administration works.
- Trustworthy, ethical, and discreet, committed to superior customer service.
- Detail-oriented and resourceful in completing projects, and the ability to multi-task effectively.
- Ability to make decisions where precedents may not be established.
- Profound knowledge of software programs such as Microsoft Office.
- Good verbal and written communication skills.

PERSONAL INFORMATION

Age	42 years old
Birthdate	11 December 1981
Marital Status	Married
Nationality	Filipino
Passport	P8396217A

EDUCATION

Bachelor of Arts in Psychology
St. Theresa's College Cebu
October 2002

PROFESSIONAL EXPERIENCE

Quality Executive, March 2018 – September 2023

Applus Malaysia Sdn. Bhd.

(Kuala Lumpur, Malaysia)

- Ensures company complies with ISO requirements as well as customer specific compliance requirements.
- Assists in developing and implementing all QHSE related document and procedure as well as other QHSE KPI indicator.
- Conducts internal audits to ensure compliance to ISO.
- Assists in root cause investigation for non-conformities and customer complaints.
- Performs all function as member of Safety and Health Committee at workplace.
- Manages the day-to-day HSE operation and incident reporting on Health, Safety & Environment (HSE) matters.
- Conducts periodic inspections and audits on the offices to identify and eliminate hazards and non-compliance in workplace.
- Prepares and submits the accurate reports on HSE statistics and records in meeting requirements from corporate office.
- Develops and implements all HSE related procedures and documents as well as routine progress reporting.
- Assists in developing and implementing Annual HSE program.
- Performs other responsibilities when required by Country Manager.

Personal Assistant to CFO, April 2013 – Feb 2018

Velosi Corporate Services Sdn. Bhd.

(Kuala Lumpur, Malaysia)

- Organizes travel and prepares complex travel itineraries, including visas.
- Liaises with clients, suppliers and other staff.
- Arranges conference calls and meetings.
- Organizes and maintains calendar of activities and makes appointments.
- Answers/ screens calls, enquiries and requests, and handles them when appropriate.
- Meeting & greeting visitors at all levels of seniority
- Prepares papers for meetings.
- Manages database and maintains office systems.
- Supervises Admin Department with 4 staff.
- Takes charge for office relocation.
- Handles any related to HR/Administration task.

Admin-Marketing Executive, 7 June 2010 – March 2013

Velosi Corporate Services Sdn. Bhd.

(Kuala Lumpur, Malaysia)

- Facilitates internal and external customers' enquiries and requirements.
- In-charge of doing general administrative duties like data entry and handling Purchase Order, Quotation & Invoice.
- Handles incoming calls from guests or visitors.
- Arranges hotel reservations for directors, employees and guests.
- Supervise and manage all day-to-day office administrative activities.
- Arranges stationary items as requested and needed for office use.

- Handles petty cash, monthly office bills and courier distribution.
- Manages repair, maintenance and replacement of office equipments, appliances, and furniture.
- Maintains a systematic filing system and safekeeping of important documents.
- Retrieves projects in the database monthly for marketing use.
- Coordinates sales representative from different countries for the monthly reports.
- Collates marketing reports and submit to the head of department.
- Collates all itineraries of the managers/ directors of the company every week.
- Check and send out events to regional managers for reference.
- Undertake other special assignments, ad-hoc functions and related duties as and when required.

Administrative Assistant, January 2009 – 3 June 2010

American Packing Industries

(Cebu, Philippines)

- Executes administrative support functions to Branch Manager.
- Communicate and/or coordinate Manager instructions and desires to various individuals and/or departments, including obtaining information from other principles or outside contacts.
- Handles confidential material and preparation as needed for Manager.
- Supports in handling information request calls and related client follow-up activities.
- Assists in the administration and interpretation of policies and procedures for the organization and department.
- Initiates paperwork for employee transactions, and assists in investigating and resolving employee issues or concerns.
- Maintains filing systems.
- Coordinates with Company's events calendar.
- Organizes materials for events.
- Assists with external events and meetings.
- Provides agenda preparation for support on meetings.
- Schedules appointment and resolves scheduling conflicts.

Executive Secretary, August 2007 – 10 July 2008

Aboitizland, Inc.

(Cebu, Philippines)

- Coordinates office management activities for the executive.
- Researches, compiles, assimilate, and prepare confidential and sensitive documents, and brief the executive regarding contents.
- Reads and screens incoming correspondence and reports; make preliminary assessment of the importance of materials and organize documents; handle some matters personally and forwards appropriate materials to the executive and staff.
- Receives and screens incoming calls and visitors, determine which are priority matters, and alert the executive accordingly.
- Makes referrals to appropriate executive staff and provide requested information.
- Transmits directives, instructions and assignments and follow up on status of assignments as liaison between the executive and subordinates and others,
- Updates executive on status of issues before scheduled meetings.
- Prepares agenda and collect materials for meetings, speeches, and conferences.
- Plans and coordinates arrangements for professional conferences.
- Coordinates and facilitates the executive's calendar to arrange appointments, meetings, and conferences.
- Recommends actions to be taken on office expenditures such as equipment and supply needs.

- Assists in preparation of the office budget.
- Compiles and maintains records, statistical information, and reports.
- Establishes and maintains various filing and records management systems.
- Makes domestic and foreign travel arrangements; prepare itineraries; prepare and compile travel vouchers, maintain all travel records.
- Performs related work as assigned.
- Provides back-up support to front desk administrative staff.

Also Performs as **Purchaser**;

- Obtains necessary purchases at lowest cost consistent with approved quality and standards.
- Recommends improvements in overall purchasing programs, which will advance the interests of the corporation.
- Responsible for purchasing materials, goods and services and maintaining vendor relationships and contracts.

Human Resource Assistant, May 2005 – July 2007

Aboitizland, Inc.

(Cebu, Philippines)

- Administers pay and benefits to contractual employees.
- Adheres to CompBen policies; escalates issues and concerns to immediate superior for appropriate action.
- Performs timekeeping for all employees.
- Coordinates with direct supervisors or managers for clarifications on timekeeping matters.
- Conducts orientation session on basic CompBen matters such as pay computation, benefits policies and availment procedures.
- Maintains and updates benefit availment record of employees.
- Attends to employee inquiries regarding CompBen matters.

Timekeeping Administration

- Checks & reviews the daily time records of manual punching employees & ensures that overtime hours are supported with approved overtime slips.
- Ensures that the number of minutes late is computed.
- Ensures the leaves are supported with approved leave applications.
- Attends employees concerns & requests related to timekeeping.

Office Administration

- Prepares company announcements
- Oversee maintenance of common use office equipments such as printer, electric typewriter, and photocopier & ensures that supplies are on stock.
- Schedule regular cleaning/ maintenance of all aircon units & ensures this is done quarterly.
- Oversee overall cleanliness of the office.

Vehicle Administration

- Oversees maintenance of company owned vehicles & ensures that preventive maintenance is regularly done.
- Monitors driver's daily schedule & ensure that each booked trip is well coordinated with the drivers & the passengers.
- Prepares summary of gasoline utilizations every month & ensures that proper charging for payment is made.

Purchasing

- Receives all Requisition Slips submitted by department every month.
- Reviews requisitions slips & ensures that all items are clear & accurate.
- Collates & summarizes all requested items.
- Prepares Purchase Order.
- Receives & distributes supplies per department.
- Process payment to supplier & ensure that this is prepared before the credit terms end.

Other Tasks

- Attends & prepares employees' request such as: certificate of employment, loan applications, etc.
- Files & maintains all related records to HRD for easy retrieval.
- Handles birthday celebrations in the office like ordering of tokens & cakes.
- Substitutes if Front desk/ Receptionist is on leave.

Human Resource Clerk, May 2004 – April 2005

Cebu Filveneer Corporation

(Cebu, Philippines)

- Makes daily attendance report.
- Monitors the absences & tardiness of the employees.
- Monitors violations of the company policies by the production workers.
- Handles the monitoring of the vacation leave & sick leave of the production workers.
- Does clerical works such as filing, typing, encoding office documents.
- Substitutes if Telephone Operator is on leave.

Personnel Staff, Jan 2003 – Feb 2004

Angelis Management Professional Services, Inc.

(Cebu, Philippines)

- Receives applications of walk-in & recommended applicants.
- Classifies applications according to course, work experience & skills to serve as ready candidates for screening & evaluation.
- Schedules examination dates to all qualified applicants.
- Responsible in administering, checking, & scoring different test to all applicants.
- Assists in conducting orientation to the newly hired fieldworkers/ employees.
- Responsible for the preparation of Employment Contract.
- Handles phone calls or any concerns of the clients of fieldworkers.