



**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.*

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## **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 Filvener 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.