

Good Day!

In view of my desire to pursue new opportunities and to contribute to the success of an organization, I am applying for an office staff position in your company.

I am Mary Ann Dumanig-Dofitas an Information Technology student graduated in University of San Agustin, Iloilo Philippines. I got my internship in University of the Philippines Visayas, Miagao Campus last June 23, 2014 to October 10, 2014. I also have experience on being a credit officer in a microfinance company, I learned that it is important to have strong communication skills, do task efficiently and being able to handle tasks simultaneously. In addition to my experience and personal qualities, I've worked in a local government office in my hometown for over four years, the LGU-Miagao Municipal Accounting Office. Local government service is inherently meaningful because our work is related to the proper accounting of all financial transactions of the municipality. My role is to manage all the incoming papers of the office, encode real property tax, files and organize documents, facilitate payrolls of job hire employees of the municipality, and bring accountants advice to bank.

In addition to that I became a branch manager for two years in Azumi Commercial Equipment Wholesaling-Official Dealer of HAIER Commercial Laundry Machines in Iloilo. My role is to manage payrolls, liquidation reports, purchasing reports, and customer service. Also, during these years I have been a liaison officer of Labada Annika-Miagao Branch, Aqua1 Annika Water Refilling Station and Labada Annika-Lapaz Branch. During these years I have equipped myself with the knowledge, skills and versatility to perform my functions. I have been exposed in a fast paced and multi-cultural environment, demonstrated initiative, accomplished tasks ahead of time and delivered excellent results.

I also bring my computer proficiencies, especially MS Word, Power point and Excel. I also developed my communication, documentation and problem-solving skills.

I have also enclosed my CV. I look forward to meeting with you and discussing my qualifications in more detail.

Mary Ann Dumanig-Dofitas

APPLICANT



To be a part of a dynamic, innovative and fast growing company that provides opportunities for professional growth.

CONTACT and DETAILS

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UAE No: 971582137059

iamcessdumanig@gmail.com

Al Ref 2 Bldg. Al Nhada Sharja

05/20/1995

FEMALE

MARRIED

EDUCATION

BS INFORMATION & TECHNOLOGY

UNIVERSITY OF SAN AGUSTIN

SKILLS

Computer literate (MS WORD, EXCEL and POWERPOINT)

Proficient in bookkeeping, organizing of confidential company files & permits

With basic knowledge in PHOTOSHOP & VIDEO EDITING

Competent in auditing, backlogs & tracking of supplies

Scheduling of manpower & mobilization

Expert in English communication & in written emails.

INVOLVEMENTS

UP MIAGAO SPSO | ILOILO CITY

MICROLENDING CORP | PANAY REGION

MUNICIPALITY OF MIAGAO | ILOILO CITY

LAUNDRY ESTABLISHMENT INSTALLATION | PANAY REGION

PROFILE

I am a dedicated, organized and methodical individual. I have a good interpersonal skilled. I'm an excellent team worker and I'm keen and very willing to learn and develop new skills. I am reliable and dependable and often seek new responsibilities within a wide range of employment areas. I have an active and dynamic approach to work and getting things done. I am determined and decisive. I identify and accept challenges as opportunities.

EXPERIENCE

BRANCH MANAGER | LIASON OFFICER

AZUMI COMMERCIAL LAUNDRY WHOLESALING EQUIPMENT | 07/28/2022- 07/30/2024

RESPONSIBILITIES

Directly reporting to the General Manager, Business Development Executive, HR Manager, and Sales Manager.

Providing smooth operational aspect for distribution of products, customer service, human resources, administration and sales in line with Philippines HQ objectives. Increasing business opportunities through various routes to market.

Developing business plans for the ILOILO branch to increase customer relations, sales, profit, and brand awareness. Improve the presence and reputation of the ILOILO Branch and of the brand.

Assess the local market conditions and identify current prospective sales opportunities. Manage budget and allocate funds appropriately.

Identify areas of improvement in operational system to ensure seem-less internal and external transactions. Immediately address customer and employee satisfaction issues.

Initiate organizational changes to increase customer satisfaction, employee satisfaction and brand awareness.

Ensuring that all warehouse workers and delivery personnel adhere to the handling standard of the company.

Manage all delivery concerns of the client and solve the problems encountered in a practical and timely manner.

OFFICE STAFF

LGU MUNICIPALITY OF MIAGAO | 04/15/2018-06/30/2022

RESPONSIBILITIES

Basic clerical duties such as answering phones, to complex administrative tasks such as encode Real Property Tax, facilitate payrolls and files and organize important documents.

SEMINARS|TRAININGS

Gender Sensitivity Training
JRBB Hall- Miagao, Iloilo

Incident Command System
Garinfarm- San Joaquin, Iloilo

Basic Orientation Seminar for Job Hire
Employees
(Municipality of Miagao)

Radiowealth Financing Grand Business
Opportunity Program
Royal Am Rei Bacolod City

1st Annual HAIER Commercial Business
& Leadership Summit
Tagaytay

CREDIT OFFICER

MICROLENDING CORPORATION | 04/01/2016-07/04/2017

RESPONSIBILITIES

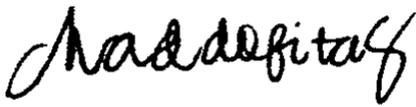
Expert on Merchant Underwriting Policies and Procedure(s), Identify, Investigate, Assess, and Report on Credit Risk Matter(s) Making Sure that it Complies with Merchant Underwriting Policies and Procedure(s), Determine the Credit worthiness and Credit Risk Profile of New and Existing Merchant(s) thereby Preventing the Company from Financial Loss, Handle Daily Operations in Accordance with Organizational Policies and Procedure(s) within an Agreed SLA, Perform Periodic Review(s) on Existing Merchant(s) to Ensure there is No Change with their Credit Risk Exposure

Assures the Completeness and Correctness of the Client Documentation as well as Preparation for Review by Various Domestic and International Credit Risk Committee(s) - Present Assessment Recommendation(s) to the Relevant Committee(s), Provide Support and Guidance as Required by the Customer Due Diligence (CDD) Team on Credit Risk Including Financial Analysis.

Support the Head of Credit Risk in Ensuring that all Credit Risk System(s), Processes and Procedural Level Documentation(s) are Created and Maintained, Support the Head of Credit Risk in Ensuring that all Credit Risk System(s), Processes and Procedure(s) are Continuously Reviewed and Optimized, Build the Organizational Awareness in terms of Credit and Wider

Risk Management, Work Collaboratively with the Sales Organization to Ensure that the End-to-End Onboarding Process of Customer(s) are Optimized while Managing Credit Risk(s) within Acceptable Level(s).

I hereby certify that the above information is true and correct to the best of my knowledge and belief.



MARY ANN DUMANIG-DOFITAS
Applicant