

CHERMINA DAVID

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• **QUALIFICATION SUMMARY**

- Accomplished executive assistant offering 6years of administrative experience reporting to a CEO and other top executives.
- Consummate professional dedicated to making the lives of busy executives easier. Serve as an effective gatekeeper; and efficiently handle daily office tasks.
- Proficient user of MS Office (Word, Excel, PowerPoint, Access and Outlook).

• **ATTENDING TRAINING & SEMINAR**

- MICROSOFT PROGRAMS
- SLIPS, TRIPS AND FALLS SAFETY (under Bureau Veritas- Philippines)
- EVENT PLANNING SEMINAR (under Schulte Marine Concept-Subic)
- CARDINAL SAFETY RULES (under Bureau Veritas- Korea)
- SERVER TRAINING MANUAL
- BASIC FIRST AID AND SAFETY TRAINING (under HHIC-Phil.Hanjin Heavy Industry Inc.)
- CUSTOMER SERVICE TRAINING

• **EMPLOYMENT HISTORY**

BUREAU VERITAS NC-HHIC-PHIL SITE OFFICE

HHIC-PHIL. Subic Bay Freeport Zone, Philippines

(From August 15 to **January 2018**)

Job Profile : Administrative Assistant

Job Responsibilities:

- Maintain, collect and segregate the daily inspection, and update to VPM System,
- Keep updated and monitor the Drawings, Non-Destructive Test result (NDT), Repair Plan, Welding Procedure Specification(WPS) Daily Inspection Result & Various file (Document controller)
- Prepare and conduct the HSE Induction (Shipyards & Class Safety) and Safety Tool Box Talk issue by Class (STBT) for new surveyors, all visitors and client.
- Ensure update all the organization and construction key event at all-time based on Owner & Shipyards schedule
- Arrange and monitors all the PPE, Office Supplies, Surveyors payables, Accounts, Surveyor's time sheet and all works must be handle by Secretary.
- Arrange all Class certificates and Audit requirement for the delivery of Vessel.

CINER GROUP SUBIC SITE OFFICE

HHIC-PHIL. Subic Bay Freeport Zone, Philippines

(From June 1, 2015 up to July, 2016)

Job Profile : Administrative Assistant

Job Responsibilities:

- Composes and produces business correspondence, reports and related materials and guides the work of other staff who proceed to inspections.
- Responds to inquiries and requests for information requiring knowledge of departmental and company policies and procedures.
- Serve as internal resource to administrators/staff on departmental and company procedures.
- Performs administrative duties associated with scheduling and coordinating meetings and planning events.
- Assists in budget preparation by gathering historical data in a limited area, such as materials and supplies or other office expenses.
- Communicate to oversees office operations and arrange all the requested, and relays to crews.
- Support to the I&F Team (in terms of contracts follow-up, outstanding invoices, issuing certificates and reports, etc.)

SCHULTE MARINE CONCEPT SBMA

HHIC-PHIL. Subic Bay Freeport Zone, Philippines

(From Jan.16,2013 to December 1,2014)

Job Profile : *Administrative Assistant*

Job Responsibilities:

- Make monthly and weekly report of Inspection in Yard and coordinate to Singapore office
- Check all the PPE(Personal Protective Equipment) to Ensure the safety
- Make record of Accident and not followed rules of Llyod's Register Class
- Monitor the Construction Schedule / Key Event and maintains various files and records – both computerized and hard copy files. Performs daily file backup of computer systems.
- Familiar with Corporations Law and the Association's Constitution
- Ensure accuracy of Oversees incoming and outgoing shipping activities to completeness, the condition of shipments.
- Calculates estimated costs associated with the shipping/delivery function and recommends appropriate alternatives.
- Prepare all the paper works and other matters necessary during vessel delivery.
- Follow up all compiles records of unfilled orders. (OCR)
- Ensures the appropriate notice is given and documentation prepared and delivered for directors' meetings, agendas are distributed and minutes kept.
- Arrange and prepare monthly expenses, drawings, Fixed assets, and monthly report.

LLYOD'S REGISTER (Subic Bay Freeport Zone)

HHIC-PHIL. Subic Bay Freeport Zone, Philippines

(From Oct.16 ,2012 to Jan.15,2013)

Job Profile : *Secretary*

ADANI GROUP.

HHIC-PHIL. Subic Bay Freeport Zone, Philippines

(From December 2011 to October

10, 2012)

Job Profile : *Secretary*

STAR BULK CARRIER CORP., INC.

HHIC-PHIL. Subic Bay Freeport Zone, Philippines

(From April 2011 to November 2011)

Job Profile : *Secretary*

EXTREMELY XPRESSO CAFE –SBMA Branch

Subic Bay Freeport Zone, Philippines

(From February 2011 to April 2011)

Job Profile : *Fine Dining Staff*

POWER LANE (Phil's)

Subic Bay Freeport Zone, Philippines
(From September 2010 to January 2011)

Job Profile : **Production and Machine Operator**

Job Responsibilities:

- Have knowledge at machine operation, objective and troubles.
- Make sure all switch is on and off when not needed.
- Observe cleanliness at the work place.
- Observe proper wearing of protection.
- Check machines before operate, with accurate time given.
- Make sure that the output product is in good quality and quantity

TONG LUNG (Phil's) METAL INDUSTRY CO., INC.

Subic Bay Freeport Zone, Philippines
(From March 2010 to September 2010)

Job Profile : **Production and Machine Operator**

Job Responsibilities:

- Involve sincerely in feeding and running the machines
- Control the whole process of production
- Ensure the quality of the product
- Operate the machines efficiently and checked the product samples
- Maintain the production unit by proper cleaning and sterilization
- Understand the various products that are manufactured in the company
- Follow the instructions and execute them
- Work with respect to the rules of the factory and report to the supervisor in case of any issues
- Deliver efficient teamwork

COCOLIME RESTAURANT

Subic Bay Freeport Zone, Philippines
(From April 2008 to February 2010)

Job Profile : **Dining staff & Assistance supervisor**

Job Responsibilities:

- Greets all guests with enthusiasm and friendliness
- Provides the highest level of service in accordance with standards
- Maintains a professional appearance at all time
- Communicates with food and beverage staff to ensure guest satisfaction
- Ensures that guests have a positive and memorable experience
- Responsible for constant sanitation, organization, and proper food handling
- Maintains professional relationships with all co-workers
- Maintains full knowledge of menus, recipes, and other pertinent information

● **EDUCATION**

- **Programmer – Computer Literate (2yrs) – Vocational (TESDA)**

• **PERSONAL INFORMATION**

- **Date of Birth** : 01st March 1991
- **Nationality** : Filipino
- **Religion** : Iglesia ni Cristo
- **Languages known** : English and Tagalog
- **Marital Status** : Single
- **Passport Number** : EC1670672
- **Passport expr. Date** : 18 July 2019

It is agreed that all above particulars are true to the best of my knowledge and will be supported the relevant documents as when required.

CHERMINA DAVID