

MARIELA SHARIF

CSPE



Contact

Address:

Al Ward Building, Al Nahda 1,
Dubai, United Arab Emirates

Phone:

+971 563623644

Email:

khan24.sharif@gmail.com
khalid13sharif@gmail.com

LinkedIn:

linkedin.com/in/sharifmariela

Personal Information

Age: 28

Date of Birth: November 24, 1994

Civil Status: Single

Nationality: Half Filipino/Half Indian

Visa Status: Visit Visa

Areas of Expertise

- Chairman of committee on Documentation, audio visual presentation and social media broadcast
- Proficient in VB.NET, JavaScript, Node.js, PHP OOP, Postman API and database management including SQL, MySQL, & Workbench
- Staff Training
- Proposal Development
- Documentation Management
- Organizational Skills
- Risk Assessment & Monitoring
- Project Management & Customer Relations
- System Administration
- Computer Software/Hardware Troubleshooting
- Social Media Administration
- Creative Design

Profile Summary

Diligent IT Professional and Compliance Officer with more than 5 years of experience working with a Triple 'A' category and mega large electric company in the Philippines. Equipped with exceptional ability to facilitate internal and external communications, support the day-to-day administrative and operational functions by working collaboratively with B & C level executives. Proven for aligning business objectives with comprehensive administrative and technical knowledge to achieve maximum operational impacts, conserve time and boost efficiency.

Work Experience

• IT SYSTEM ANALYST (06/2021 - 04/2023)

*Camarines Sur III Electric Cooperative, Inc. (CASURECO III)
Iriga City, Camarines Sur, Philippines*

CASURECO III has been in operation for more than 4 decades as a service-oriented electric cooperative providing excellent and reliable service with affordable rates for hundreds of thousands consumers within its coverage area.

- * Analyzed, designed and developed software for the cooperative to maintain effectiveness in supporting the coop operations
- * Collaborated and contributed in the computerization of the coop from computer procurement, installation training and maintenance of the system
- * Facilitated the maintenance of effective and efficient coop's in house ERP software (Billing & Collection, Payroll, Member-consumers Monitoring, Accounting, etc.)

• REGULATORY COMPLIANCE OFFICER (08/2019 - 05/2021)

*Camarines Sur III Electric Cooperative, Inc. (CASURECO III)
Iriga City, Camarines Sur, Philippines*

- * Supervised timely compliances to Energy Regulatory Commission (ERC), National Electrification Administration (NEA), Department of Energy (DOE), San Miguel Corporation (SMEC), National Grid Corporation of the Philippines (NGCP), Philippine Energy Market Corporation (PEMC) and other related offices
- * Managed and undertaken necessary activities, and coordinated with coop's legal counsel & personnel to ensure full compliance to EPIRA implementing rules and regulations, and WESM rules and market manuals

• PROGRAMMER & GRAPHIC ARTIST - PROJECT EMPLOYEE

(05/2019 - 07/2019)
*Camarines Sur III Electric Cooperative, Inc. (CASURECO III)
Camarines Sur, Philippines*

- * Managed and collaborated the reconstruction of E-registration software process, tarpaulin layout, designed souvenir program and visual presentations for Annual General Membership Assembly (AGMA) for thousands of attendees

• COMPUTER PROGRAMMER (10/2017 - 02/2019)

*Camarines Sur III Electric Cooperative, Inc. (CASURECO III)
Camarines Sur, Philippines*

- * Collaborated in the formulation of corporate and departmental strategic plan and accomplishment report to NEA
- * Collaborated with the IT Team to resolve problems and develop workarounds for system limitation
- * Trained concerned personnel in the operation and use of coop's software as well as the proper use of all computer hardware
- * Supervised and automated comprehensive database and inventory of records

Education

• BACHELOR OF SCIENCE IN EDUCATION (06/2015-10/2015)

Methods of Teaching (18 units)
University of Saint Anthony | Iriga City, Camarines Sur, Philippines

• BACHELOR OF SCIENCE IN COMPUTER SCIENCE (06/2011-03/2015)

University of Saint Anthony | Iriga City, Camarines Sur, Philippines


MARIELA P. SHARIF

Applicant