



LESLIE ANN PAMINTUAN

CONTACT

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SKILLS

Fast Learner
Trust Worthy
Hard Working
Able to learn new knowledge and skills
Able to adopt to new knowledge as
needed

EDUCATION

Holy Angel University / Philippines

Bachelor of Science in Business Management Major in Marketing

Angeles University Foundation / Philippines

Bachelor of Science in Physical Therapy (undergraduate)

EXPERIENCE

August 2018 – April 2020

Project Secretary / Document Controller (Consolidated Contractors Int'l Co. – Sharjah UAE)

- Manage and oversee documents for a particular project or for an entire organization
- Ensure the proper documents are created and signed
- All data is accurate and that documents are stored and backed up and any retention policies are followed
- Facilitated submission of all documents to respective departments through regular audits on corporate documents
- Ensure that all documents (including Invoices) are checked before receiving
- Implemented submission of all documents within time and quality parameters
- Ensure all Documents needed by each Department are available
- Handle the retrieval of documents either as directed by employees or clients
- Ensure to retrieve documents and data when needed
- Uploading and updating documents through Oracle (Aconex) and Dashboard (VBC)

February 2015 – May 2018

Secretary / Accounts / Customer Service (Maxcom Technologies LLC - Dubai UAE)

- Responsible in communication with the clients through emails and phones calls
- Responsible in scheduling
- Responsible in invoicing
- Scheduling and attending meetings
- Creating and maintaining filing system
- Photocopying and printing various documents
- Answering phone
- Arranging appointment/s
- Talking to customers after sales
- Doing sales reports monthly
- Doing reports for petty cash
- Monthly inventory.

August 2013 – November 2014

Merchandiser – Marketing/Sales (Billerby Corp. – Clark Philippines)

October 2012 – July 2013

Asst. Merchandiser – Marketing/Sales (Billerby Corp. – Clark Philippines)

January 2009 – August 2012

Sales / Account Exec. (Weaverscraft, Inc. – Angeles City, Philippines)

January 2004 – January 2009

Jr. Sales Exec. (Weaverscraft, Inc. – Angeles City, Philippines)

October 2002 – December 2004

Asst. Account Exec. (Weaverscraft, Inc. – Angeles City, Philippines)

I have proven delivering of high-quality work while maintaining safety and satisfaction of client.