



Daratulmmiyah Bldg., Al Khalidiya

Abu Dhabi, UAE

0569056390

m_goldkayv@yahoo.com

www.linkedin.com/in/marigold-villariza-a16106146

MARIGOLD KAY A. VILLARIZA

OBJECTIVE

To succeed in an environment of growth and excellence and earn a job which provides me job Satisfaction and self-development and help me achieve personal as well as organizational goals

PROFESSIONAL ACHIEVEMENTS

TRAINING AND CERTIFICATES

- **MEDIC First Aid Training Program**
August 13, 2015
Abu Dhabi, UAE
- **GTSC-BASIC FIRE FIGHTING**
August 23, 2015
Abu Dhabi, UAE

SKILLS

- MS Word, Excel, PowerPoint
- Oracle, JD Edwards
- PDA, CAFM System
- MYOB System, Tally

WORK HISTORY

PURCHASING OFFICER

BARARI NATURAL RESOURCES (MAWARID HOLDINGS GROUP OF COMPANY)

April-2018 to Present

- Conducting product research and sourcing for new suppliers and vendors.
- Sourcing materials, goods, products, and services and negotiating the best or most cost-effective contracts and deals.
- Performing inventory inspections and reordering supplies and stock as necessary.
- Inspecting stock and reporting any faulty items or inconsistencies immediately.
- Updating and maintaining records of all orders, payments, and received stock.
- Coordinating with the delivery team and following up on delays or orders that have been rescheduled.
- Establishing professional relationships with clients as well as vendors and suppliers.

DOCUMENTS CONTROLLER

REEM CAPITAL CONTRACTING COMPAY LLC

June-2017 to Feb-2018

- Registering all incoming and outgoing correspondences, MoMs, Drawings & technical submittals.
- Chasing up each individual for return of files

-
- Keeping all files in a tidy condition
 - Co-ordination between other Consultants & Contractors for facilitating documents workflow and ensure documents status to be closed.
 - Update drawings in accordance with Drawing Register.
 - Maintain Project Documentation as per ISO standards.
 - Data input to database related to document receiving & tracking document.
 - Assist Site office administration
 - Coordination with the respective Project Managers, Secretaries and other staff to ensure correctness of the records.
 - Archiving contract/project documents
 - Successful closeout and handover of documentation as required by line manager
 - Regular periodic backup (electronic copy) of project documents
 - Other duties as requested from time to time.

SECRETARY/ADMINISTRATOR

QUALITY FIBERGLASS INDUSTRY LLC

Jan-2016 to Feb-2017

- Answering phone call inquiries and emails.
- Support in facilitating the completion of reports and submittals.
- Creating and storing office files.
- Make sure the contact of staff as well clients and suppliers are up to date.
- Organize travel and accommodation of staff.
- Monitor office supplies and place appropriate orders.
- Coordinate with cleaning staff to make sure the cleanliness of the office at all times.

MAINTENANCE ASSISTANT

Ejadah Asset Management

Sept-2014 to Sept-2015

- Responsible for all aspects of maintenance related activities in the school.
- Conduct regular inspection of school premises and ensure utility equipment are working properly
- Schedule site visit and coordinate visiting mobile team and SSM Subcontractors to carry out repairs
- Maintain files and ensure all maintenance related records are properly kept and readily available when required.
- Supervise the Cleaning Department daily activity (Soft Services)
- Provide office support to school administration department as required.

ACCOUNTING CLERK/DATA ENCODER

QORBAN DISTRIBUTION INC.

Aug-2009 to Aug-2014

- Assist Agent and sales team in collecting payment from customers by making appropriate correction on the official receipt
- Generate and send out invoices
- Carry out billing, collection and reporting activities according to specific deadlines
- Monitor customer account details for non-payments, delayed payments and other irregularities

-
- Research and resolve payment discrepancies
 - Communicate with customers via phone, email, mail or personally
 - Investigate and resolve customer queries
 - Maintain accounts receivable, customer files and records
 - Reconcile official receipt balances base on the price list
 - Verify and post new accounts, customers by executing the data operation
 - Posting of booking and van sales on the sales book
 - Analyze variances and prepare reports to every principal.

BOOKKEEPER

LIM ACCOUNTING FIRM

Jan-2003 to Jul-2006

- Maintain ledger accounts in all different ledger book
- Responsible for recording every single financial transaction undertaken by a business
- Prepare a report and submit to an account
- Check and verify source documents such as invoices, receipts, computer printouts
- Calculate and prepare tax payments

EDUCATION

BACHELOR OF SCIENCE IN COMMERCE MAJOR IN BANKING IN FINANCE

ILOILO DOCTORS COLLEGE

1/6/2000 TO 3/6/2003

HIGH SCHOOL

ILOILO NATIONAL HIGH SCHOOL

1/6/1995 TO 3/25/1999

ELEMENTARY

JALANDONI MEMORIAL ELEMENTARY SCHOOL,

1/7/1989 TO 3/30/1995

REFERENCES

KIMBERLY GUMABON

SENIOR PROCUREMENT

MAWARID HOLDINGS GROUP OF COMPANY

056-8131180

DONABELLE SIBUG

ACCOUNTANT

MAWARID HOLDINGS GROUP OF COMPANY

050-9599263

LEONER CARLOS EVANGELISTA

ASSISTANT MANAGER

CAMPAIGN FACILITIES MANAGEMENT

056-5024212