

MARICHEL P. FERNANDO (CPC-A)



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PROFESSIONAL SUMMARY

Dynamic and results-driven professional with extensive experience in **project coordination, planning and scheduling, business operations, financial management, and data analysis** across multiple industries. Adept at overseeing end-to-end project execution, optimizing workflows, and ensuring compliance with financial and operational standards. Proven ability to manage business operations, analyze market trends, and leverage data-driven insights to drive strategic decision-making.



SKILLS

Possess a high degree of proficiency in MS Excel.
Basic knowledge in web design, data analysis.
With Basic AutoCAD/Architectural Certificate
Know how to read and interpret architectural drawings.

With basic knowledge in Adobe Illustrator and InDesign.
Basic knowledge in SQL, R, Google Sheets, HTML, CSS, Canva
Medical Coding (CPT, HCPCS, ICD-10)



WORK EXPERIENCES

HM PO GROCERY STORE

Business Owner/Operating Manager

June 19, 2020-November 2024

- Overseeing the overall operations of the business from the ground up.
- Setting up the business and processed legal requirements to operate.
- Liaise with suppliers and maintain good relationships with customers on a day to day basis.
- Extract reports from POS and prepare reports for monthly sales, monthly purchases and expenses using MS Excel, I used this to analyze sales patterns and trends for me to forecast what are the sellable items for the seasons to maintain availability in the inventory, and analyze the buying behavior of customers.
- Prepares yearly sales comparison so to analyze the sales trend on a yearly basis.
- Well-versed in using POS Systems.
- Train, allocate employees for their schedule and specific roles.
- Deals and resolves customer-related issues.
- Update Cash books, Accounts Payable, Expense Report.

AWAL PLASTICS WLL, Bahrain

Assistant Project Manager

October 2, 2017 – December 23, 2017

- Being tasked to handle projects from inquiry, project execution to completion. Within this job responsibility I am tasked to prepare project design proposals and present them to the client.
- Project Handled - Project Management**
BAPCO – Bahrain

TOP GEAR PROMOTIONS LLC, DUBAI

Document Controller/Project Coordinator – July 2015 to Oct 2016 Junior QS/Asst. Estimator – October 2016 to September 2017

- Prepared variation order, progressive invoices/claims, project costing for quotation inquiries.
- Prepares Tender documents (Commercial and Technical Bid) as per client requirements.
- Prepares material takeoffs /Bill of Quantities and liaise with suppliers for the material requirements.
- Review Material Requisition, Purchase Order if the Material Requested is as per Contract specs and Budget.
- Prepared Project Submittals i.e. Material Submittals, Material Samples, Shop Drawings & As-Built Drawings.
- Prepare Material Inspection Request and Work Inspection Request, Methodology Statement, Operations & Maintenance Manual.
- Prepared progressive invoices for Material On-site, Installed Signs and Payment Applications.

- Closing final accounts to the clients and justification of claims from the QS by preparing & providing cost breakdown.
- Prepares and submit Sales Report, cash flow reports Accounts receivables and payables & forecasting, .
- Project coordination within the management (project manager, site and production).
- Prepares consolidated Estimated Gross Profit for all the Jobs in Hand.
- Prepares ad-hoc reports, attend kick-off meetings

Project Handled for Final Account Close Out

Reel Cinema – Citywalk Dubai, UAE
Dubai Festival City – DFC, Dubai UAE
Jabal Al Akhdar (Anantara) Oman – Oman
The Memorial Park – Abu Dhabi UAE

Projects Involved in Execution

Yas Mall – Abu Dhabi UAE (Key account)
The Mall – Abu Dhabi (Key Account)
Bvlgari Hotel & Residences

LUMI GLASS INDUSTRIES LLC, Al Qouz 4, Dubai UAE

Production Planning Coordinator - June 2013 – July 2015

- Prepared daily, monthly and annual production, rejection report with graphic presentation to be used for year-end sales projections.
- Prepared monthly invoicing plan, monthly production planning and manpower scheduling.
- Prepared material costs for optimization in production, WIP, Finish Goods, Material Issuance, and stocks.
- Prepares and computes daily material yield and wastage to optimize the use of raw materials in production.
- Forecasts monthly sales based on WIP, machine capacity, manpower availability and finished goods.
- Prepared and processed attendance and overtime for shop floor employees using ERP Application to be used in the computation of monthly payroll.
- Prepares memos, manpower updates, new hire employee records, justification for overtime requests, manpower yearly budget allocation.
- Prepares material requisition to be used for production.
- Prepared invoiceable and non-invoiceable orders to the finance and its status in the production.
- Coordinates with different departments for all material, production, finish goods and deliveries concerns.
- Computes BOM for every job order (to determine how much the material to be consumed per project) before withdrawing from the warehouse.

AIG PHILIPPINES INC.

Underwriting Clerk

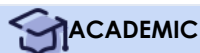
June 2010 – June 2013

- Encode and update approved policies on all ASIA Pacific regions to a centralized database system.
- Processed data and risk models for property insurance in the APAC region.
- Analyzed underwriting documents and conducted location-based risk assessments.
- Coordinated with underwriters to resolve policy discrepancies.

MUNICIPALITY OF BACO

TREASURY DEPARTMENT – administrative (temporary employee) from Year 2005 - 2010

- Was assigned to receive daily collection and record it to daily collection book.
- Prepared reimbursement, cash advances of the employees, liquidation reports, updating cash books, check books and preparing checks to suppliers.



Lyceum of the Philippines University Batangas
Bachelor of Science in Computer Science 1997 – 2001

TRAINING/CERTIFICATES

AUTOCAD 2D Course
Drafting Course – Architectural/Structural/MEP/HVAC
Google Certificate for Data Analytics
Business Analytics with Excel: Elementary to Advanced
Medical Coding Certificate - CPC-A