



Contact



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Street Citihomes Molino Bacoar
Cavite 4102



Education



2004 - 2008

Bachelor of Science in Nursing
Immaculate Conception College
- Albay



1997 - 2001

Saint Raphael Academy
- Secondary



1991 - 1997

Saint Raphael Academy
- Elementary

SHEGFREDO A. ORDAS

To be employed in an organization of any position to which commensurate to my qualification, knowledge and skills that can be beneficial to the attainment of both organization objectives and to further more professional growth



Experience

March 2019 – June 2023

CES - Associate Consultant - Invoice Capture

SAP CONCUR

- Review verifies and captures invoice information into Concur's Intelligent capture system according to established client's
- guidelines. Perform daily review and entry of the Invoice details.
- Compare data with source documents, or re-enter data in verification format to detect errors.

May 2018 - January 2019

Customer Service Representative (Health Care Account)

HINDUJA GLOBAL SOLUTION

- Build sustainable relationships and trust with customer accounts through open and interactive communication
- Provide accurate, valid and complete information by using the right methods/tools
- Handle customer complaints, provide appropriate solutions and alternatives within the time limits; follow up to ensure resolution
- Keep records of customer interactions, process customer accounts and file documents
- Follow communication procedures, guidelines and policies

November 2014 – November 2016

Administrative Assistant Procurement Department

ALASKA CLEANING CENTER

- Purchase supply of products/materials both local and international.
- Preparing all custom requirements prior to purchasing products (for importation of products)
- Determine the lowest cost for products/materials
- Track and record orders
- Receive orders and document arrivals
- Manage supply base
- Analyze market and delivery systems
- Source and interview vendors; negotiate contracts and costs
- Analyze supply base
- Prepare requisitions and purchase orders
- Monitor order expenses
- Communicate performances and costs to management
- Recommend new processes or systems for improvement;
- implement new ideas and strategies
- Organize and schedule procurements in a timely manner
- Communicate with vendors, clients, customers, team members, and managers to align goals
- Prepare and send quotation to the customers
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PERSONAL PROFILE:

- Age: 39 yrs old
- Birthday: January 20, 1984
- Place of Birth: Quezon City
- Civil Status: Single
- Religion: Born Again – Christian



LANGUAGE

- English
- Filipino
- Ilocano



Skills

- Leadership Skill
- Computer Literate
- Communication Skills
- Time Management
- Decision Making
- Critical Thinking



Experience

- HR Department (Reliever) Provides payroll information by collecting time and attendance records and settlement.
- Sales Coordinator (Reliever) preparing sales order; communicating with the customers about the delivery of their orders
- Showroom (Reliever) maintaining and developing relationships with existing customers in person and via telephone calls and emails Answer general phone inquiries using a professional and courteous manner
- Direct phone inquiries to the appropriate staff members
- Reply to general information requests with the accurate information Greet clients/suppliers/visitors to the organization in a professional and friendly manner
- Use computer word processing, spreadsheet, and database software to prepare reports, memos, and documents
- Sort incoming mail, faxes, and courier deliveries for distribution
- Prepare and send outgoing faxes, mail, and courier parcels
- Forward incoming general e-mails to the appropriate staff member Provide general administrative and clerical support including mailing, scanning, faxing and copying to management
- Maintain electronic and hard copy filing system
- Open, sort and distribute incoming correspondence
- Perform data entry and scan documents

May 2013 - May 2014

Document Controller/ Secretary

KARRENA ARABIA Co. Ltd/Beroa Deutschland GmbH

- Coordinate all activities related to the Document Control procedure, including technical documents, drawings, and commercial correspondence.
- Generate the various document control reports as required.
- Typing of site documents, and follow up of all the site needs
- Makes sure that controlled copies of latest approved documents and drawings are given to the appropriate staff, subcontractors and suppliers as applicable
- Maintain updated records of all approved documents and drawings and their distribution clearly
- Assisting my superior (Asst. General Manager). Arranging his travel, accommodation and appointments.
- Devising and maintaining office systems;
- Booking rooms and conference facilities;
- Attending meetings, taking minutes and keeping notes;
- Liaising with staff in other departments and with external contacts; Ordering and maintaining stationery and equipment;
- Sorting and distributing incoming post and organizing and sending outgoing post;
- Liaising with colleagues and external contacts to book travel and accommodation;
- Organizing and storing paperwork, documents and computer-based information;
- Photocopying and printing various documents, sometimes on behalf of other colleagues.



Experience

October 2012 - February 2013

Comcast - Xfinity Signature Support

IOPEX TECHNOLOGIES PHILIPPINES

- We Provide advanced technical support for COMCAST-(number 1 internet provider in America)
- Provides answers to clients by identifying problems; researching answers; guiding client through corrective steps
- Interact with customers to provide and process information in response to inquiries, concerns, and requests about products and services;
- Gather customer's information and determine the issue by evaluating and analyzing the symptoms;

March 2010– September 2011

Outbound Agent

ESOURCE GLOBAL SOLUTION

- Calling all Medicare card holders in United states who maybe living with diabetes.



Reference

Marie Genellie Limsiaco - Team Lead

0998 595 3807

Jestoni Adolfo

0995 300 4748

Michael Vince

Angat 0918 664
6438

I hereby certify that the data and information given by me are complete true and correct.

Shegfredo A. Ordas
Applicant