

DAOS, ANNA MARIA BELDAD

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PROFESSIONAL SUMMARY

Dedicated and result-driven professional with over eight (8) years of combined experience as Human Resource Associate, Executive Assistant and Administrative Assistant both in government and multinational companies. I am looking forward to a challenging position in a reputable organization in which I am given the opportunity to play a role in the growth and success of the organization and expand leadership responsibilities where my resourceful experience and skills will add value to the organizational operations.

WORK EXPERIENCE

EXECUTIVE ASSISTANT

Johnson & Johnson Philippines Inc.

Supply Chain Department

Parañaque City

30 Sept. 2019 – Present

- Processing Concur Liquidations and Reimbursements for the Supply Chain Team
- SPOC for Global Supply Chain
- Creating and managing Purchase Order (PO) in eMP and Ariba
- Monitoring budget and expenses for created POs
- Raising ticket for issues concerning IT, Sodexo, HR and IP
- Managing the on-boarding of new employees, transfers, interns, and contractors
- Managing employee's application for Mobile Plan and Credit Card
- Monitoring and approving the leaves of Admin Support employees under the Supply Chain Team
- Managing and monitoring Delivery Order Requests
- Organizing the travel arrangement for the Supply Chain Team
- Consolidating reports and/or scorecards for the Supply Chain Dashboard
- Preparing letter and e-mail documents such as: announcements, meetings and agenda
- Booking conference calls, meetings, rooms, transportations, hotels, etc.
- Monitoring and ordering department supplies
- Organizing and managing all Supply Chain events
- Managing the calendar of the Supply Chain Director
- Providing administrative support to the office of the Director
- Preparing Supply Chain Performance Review thru Power BI

ADMINISTRATIVE ASSISTANT III

Office of the President

Presidential Management Staff (PMS)

Malacañang, Manila

17 Jul. 2014 - 30 Sept. 2017

- Managed and supervised the purchasing activities of the department.
- Processed the review of procurement and supply documents prior to the assessment and approval/signature of the Assistant Secretary.
- Processed the salaries and compensation requirements and payroll of contractual personnel.
- Conducted interview and initial assessment to PMS applicants and handled the orientation to newly hired employees.
- Acted as the Social Security System (SSS) Liaison Officer for PMS.
- Acted as the Record and Property Officer for the Office of Assistant Secretary for Management Support.
- Processed the computation of the Index of Payments to Employees (Salaries and Other Compensations).
- Processed the computation and filed the BIR Form No. 2316 (Certificate of Compensation Payment/Tax Withheld) to the Alpha list Data Entry System of BIR. Classifications are: Alpha list of Employees with no previous employers within the year, Alpha list of Employees terminated before the current year and Alpha list of Employees with previous employers within the year.
- Reconciled the Government Service Insurance System (GSIS) (deal premiums) based on the Service Record and reconciled it with the premiums actually paid by PMS as supported by the Remittance lists and Official Receipts.
- Prepared the Physical Report of Operation quarterly to be submitted to the Department of Budget and Management.
- Prepared Project Procurement Management Plan for the department.

EDUCATIONAL ATTAINMENT

Bachelor of Science Degree in Marketing Management

Ateneo de Naga University

Bagumbayan Sur, Naga City

ACHIEVEMENTS

- **Academic Awards**
 - President's Lister
 - Dean's Lister
- **Civil Service Eligible Professional Level**
- **Ateneo de Naga University Scholar**

- Prepared Itinerary and Travel Order of officials and employees.
- Reviewed the computation of the Performance Contract Rating of the PMS Officials.
- Created/Revised Memorandums and Letters.
- Processed and reviewed Obligation Requests, Disbursement Vouchers and Checks for Regular Fund.
- Provided Secretariat support to the conduct and implementation of Results Oriented Performance Management System and to the Executive and Management Committee meeting.
- Acted as Secretary by coordinating with different government agencies and attended to various queries, follow-ups on the status of documents/requests received and released from the PMS.

HUMAN RESOURCE ASSOCIATE

Convergys Philippines, Inc.

Robinson's Equitable Tower

Ortigas Center, Pasig City

18 Feb. 2012 - 29 Nov. 2013

- Conducted initial screenings and verified credentials of the applicants.
- Provided inputs to the marketing team for sourcing of applicants.
- Presented classroom discussions to the agents to gather possible referrals.
- Assisted on organizing promotional events.
- Organized and conceptualized the mechanics and awards for top referrals.
- Coordinated with the marketing team for the advertisement materials.

ON-THE-JOB TRAINING AND SCHOLARSHIP PROGRAM

BUREAU OF INTERNAL REVENUE (BIR), RDO 065

April to July 2019

Naga City

- Provided assistance to the clients/taxpayers.
- Prepared the monthly presentation of the BIR District Head Officer.
- Verified and handled confidential documents for examinations and verifications.
- Verified and counter-checked Tax Mapping Violations on Tax Compliance Verifications Drive (TCVD) conducted by Revenue Officers of the district.
- Prepared letters to taxpayers with violations committed in the TCVD conducted.
- Recorded and reviewed Excise Tax Documents.
- Crossed-checked the Income Tax Returns for taxable year 2017 if there are double entries in the master list and database.

STUDENT ASSISTANT SCHOLARSHIP PROGRAM

Ateneo de Naga University

College of Education

June 2008- March 2011

- Managed all the Incoming and Outgoing Communications of the Chairperson, Deans and other concerned Individual.
- Involved sincerely in the clerical, administrative communication-oriented duties.
- Provided assistance to the students at University during enrolment days and examination weeks.
- Coordinated the maintenance and updates of areas Campus Life website.
- Maintained scheduled office hours and assist the daily office operation as determined by the supervisor.
- Dealt with the packages and record the invoices in relation to the books and other materials provided by the school to each department.

SKILLS AND COMPETENCIES

Technical:

- Good knowledge and experience in SAP business process (Concur, EMP, Ariba).
- Proficient in Microsoft Office Suite (Excel, Word, PowerPoint, Teams).
- Excellent in Marketing Research.
- Basic Knowledge and experience on Canva Digital Tool
- Basic Knowledge in Power BI

Others:

- Results-oriented.
- Well-trained to achieve Complete Staff Work.

- Conscientious and thorough with detail.
- Well-versed with verbal and written communication.
- Strong sense of urgency and can work under minimal supervision.
- Self-motivated and fast learner.
- Disciplined with positive attitude.

LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING

- *Participant*, **Go Digital ASEAN Philippines: Harnessing Digital Tools Online**, May 18-19, 2021
- *Participant*, **We Power Our People: Microsoft Excel Online Class (2-Day Training)** Jun 24-25, 2021
- *Organizer*, **FASTER FORWARD**, October 18, 2019, Bellevue Alabang
- *Participant*, **MADWORLD: Unravelling the Art of Influence**, February 24, 2019
- *Participant*, **Rising Above: Underlining Human Skills Amidst Technology Rise**, September 2018
- *Participant*, **Effective Sales and Marketing Processes**, 2017
- *Participant*, **Professional Salesmanship**, Head of Universal Robina, 2017
- *Participant*, **Results-Oriented Performance Monitoring System (ROPMS)**, 2016
- *Participant*, **International Organization for Standardization (ISO)/Government Quality Management System Standards (QMSS)** by Development Academy of the Philippines, 2016
- *Participant*, **The 4 Disciplines of Execution** by Mr. Mennen M. Aracid, Consultant from Franklin Covey Philippines, 2016
- *Participant*, **Complete Staff Work Training** by PMS Undersecretary Ferdinand B. Cui Jr., 2014
- *Participant*, **ISO 9001:2008/Government Quality System Standards**, August 26, 2014
- *Organizer*, **Bicol Communication Program**, 2011

ORGANIZATIONS

- **Ateneo Center for Community Development Volunteer**
Community Volunteer
2009-Present
- **Ateneo Eagles for Environment Inc.**
Internal Vice-President (CY 2011)
2009-Present
- **Justice, Peace and Integrity of Creation-Integrated Development Centre Inc. (JPIC-IDCI)**
Ateneo de Naga University Representative
2011-Present
- **Ateneo Junior Marketing Association**
Member
2017-Present
- **Association of Bicol Business Students**
Member
2017-Present

CHARACTER REFERENCE

Available upon request.