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## **EUNICE Q. CATAPANG**

ADMIN ASSISTANT

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### **PROFILE**

Seeking to apply my detail-oriented talents and adaptable personality to fulfill the company's needs. Thorough and attentive to details in all professional matters. Proficient in record keeping software as well as Microsoft office. Have good communication, and good leadership skills. Possess a Bachelor of Science in Business Administration major in Human Resource Development Management.

### **CONTACT**

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+63 9674957363

San Juan Batangas, Philippines - 4226

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### **EXPERIENCE**

#### **QATARENERGY LNG (Qatar Gas before) (ADMIN ASSISTANT)**

##### **AMWAJ CATERING SERVICES**

RAS LAFFAN CITY, QATAR

October 2023 – October 2024

- Responds to emails and phone calls.
- Schedule meetings
- Address employees' administrative queries.
- Perform daily office duties including making of Vacation Leave of staffs, Sick Leave and Joining Reports.
- Preparation of monthly timesheets and overtime sheets.
- Updating staff master list and active list.
- Updating record for the vacationers.

#### **QATARGAS ONSHORE (ADMIN ASSISTANT)**

##### **AMWAJ CATERING SERVICES**

RAS LAFFAN CITY, QATAR

February 2021 – September 2023

- Responds to emails and phone calls.
- Schedule meetings
- Address employees' administrative queries.
- Perform daily office duties including making of Vacation Leave of staffs, Sick Leave and Joining Reports.
- Preparation of monthly timesheets and overtime sheets.
- Updating staff master list and active list.
- Updating record for the vacationers.

#### **QATARGAS – AL KHOR COMMUNITY CLUB (RECEPTIONIST)**

##### **AMWAJ CATERING SERVICES**

AL KHOR, QATAR

March 2019– January 2021

- Reception desks to be always manned.
- Coordinates closely with club administration on activities, events, classes, lessons, and tournament being offer by the club.
- Handles the proper operation of the front desk switchboard.
- Handles front desk activities like incoming and outgoing inquiries.
- Handles all F&B related reservations bookings of field trips, classes, lessons, tournaments, and various other activities.

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## ACTIVITIES AND INTERESTS

- Reading
- Watching Movies
- Sorting & Organizing
- Researching

## TRAININGS AND SEMINARS

- FIRE WARDEN TRAINING  
23 JANUARY 2022  
DISS
- FOOD SAFETY & HYGIENE AWARENESS  
“Together Let Keep Safe.”
- FOOD SAFETY ENHANCEMENT SYSTEM
- FOOD HANDLER CERTIFICATE
- HEAT ILLNESS PREVENTION  
NFXP Onshore Training Department
- BASIC FIRST AID & CPR  
19 FEBRUARY 2024  
VENTURE GULF SAFETY & SECURITY TRAINING CENTER
- FIRE WARDEN  
11 MARCH 2024  
QatarEnergy LNG North Firestation Training Center
- INTERNATIONAL SHIP

- Accomplishes different reports are required by the Club e.g., daily cashier report, payment of classes and lessons, monthly report for ADC and ANC, Ladies Days/ Evening reports.
- Operates the computer system when accomplishing different reports and checking e-mails.
- Coordinates with the different department for any services or requirements to be provided to members and guests.
- Ensures that the daily endorsement logbook and daily checklist are being accomplished daily.
- Ensures with proper grooming and always wearing proper uniform and name badge.
- Ensures to follow the work schedule set every month.
- Attends meeting or briefing and other related meetings set by the Head Receptionist or when required.
- Makes sure to post all fliers, posters and other advertisement when given.
- Performs other related duties that may be assigned by the Head Receptionist and the Higher Management.

## RD PAWNSHOP INC., CAVITE PHILIPPINES (BRANCH MANAGER)

NOVELETA, CAVITE PHILIPPINES  
August 2018–December 2018

- Checks daily reports such as loans extended, loans paid, logbooks, and summaries, cashiers report, sales report and daily cash receipts.
- Prepares payment request form and fund transfer request.
- In charge of monitoring the daily cash position of the branch.
- Conduct cash count of petty cash fund and cash in vault at least once a week.
- Conduct cash count of the cash teller fund and reconcile balance at the end of the day.
- Act as custodian of master list and updates by daily stamping of redeem and renewed pledges.
- Contributes to team effort by accomplishing related results as needed.
- Keeps track of merchandise inventory and pawn/purchase inventory.
- Secures merchandise by implementing security systems and measures.
- Protects employees and customers by providing a safe and clean store environment, complying with all HR policies

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& PORT SECURITY  
CODE AWARENESS  
NFXP Onshore Training  
Department

- SAFETY HEALTH  
ENVIRONMENT  
STANDARD  
INTEGRATED  
INDUCTION  
NFXP Onshore Training  
Department

## **CERTIFICATES**

- CERTIFICATE OF  
APPRECIATION  
07 JULY 2024  
QatarEnergy LNG North

and rules.

## **SAN JUAN DOCTORS HOSPITAL INC. (ON-THE-JOB TRAINING-BILLING CLERK)**

SAN JUAN BATANGAS, PHILIPPINES

November 2017–February 2018

- Gathers Medical billing information by reviewing patient hospital records, checking for completeness. Adjust patient bills by reviewing remittance advice, consulting, and Medicaid office.

## **EDUCATION**

### **BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION MAJOR IN HUMAN RESOURCE DEVELOPMENT MANAGEMENT**

2014 - 2018

BATANGAS EASTERN COLLEGES

SAN JUAN BATANGAS PHILIPPINES

### **BACHELOR OF SCIENCE IN BUSINESS MANAGEMENT MAJOR IN MARKETING**

2013 - 2014

CAVITE STATE UNIVERSITY- IMUS CAMPUS

CAVITE PHILIPPINES

## **KEY SKILLS AND CHARACTERISTICS**

Strong interpersonal & communication skills • MS Office Suite •  
WPM: 90 • Ability to work collaboratively as part of a team •  
Problem Solving • Leadership • Meticulous attention to detail •  
Excellent Organizational skills • Poised under pressure