

MARIA GLORIETTA D. ROSIN

ADMIN MANAGER

Profile

Performance-driven and knowledgeable Administrative Officer with 5 years of extensive experience in managing various daily office operations, maintaining confidential documents and files, and being in charge of the Lease Management & Cash Management Module. Effective communicator with a highly professional attitude, great organizational skills, strong attention to accuracy and detail, and well-developed teamwork abilities.

Work Experience

SANSURE BIOTECH INC

Admin Manager

2024
- 2025
(APRIL)

- Process applications and expense requests for the subsidiary company.
- *Daily administration of the Philippine subsidiary, including but not limited to document management, meeting arrangement and visitor reception.*
- Responsible for drafting, writing, communicating and filing internal documents to ensure the standardization and efficiency of document management.
- *Coordinates and organize company meetings, including meeting notification, venue arrangement, etc.*
- Handle daily administrative affairs, such as traveling arrangement and reimbursement audits.
- *Responsible for the work arrangement, communication and translation, project*
- *process management between the Sansure team and Philippine team.*
- *Other work arranged by direct superior.*


ACTIVATIONMACHINE INC.

Jr. Admin Manager


2024
-
2024
(OCTOBER)

- Trains and oversees employees involved in contract and billing functions.
- Direct assigned tasks and assists as needed.
- Assist with performance evaluations.
- Oversees the preparation of statements and bills.
- Maintains or ensures maintenance of clients records related to invoicing and bill payment.
- Reviews contract and billing staff work to ensure accuracy, resolving inconsistencies as needed.
- Creates and provides a prioritized list of clients to be invoiced to team members.
- Drafts and distributes weekly reports of invoicing and billing metrics.
- Advises staff on proper, legal parameter for collection practices ; ensures all the billing actions comply with the company, local state and government guidelines.
- Provides customer support to customers with disputes or inquiries concerning invoices or billing processes.
- Performs other related duties as assigned.



 +63 999 457 9302

 deocarezamaggie@gmail.com

 Blk 11 Lot 49 Spiderhunter St.
Westwood 2 General Trias, Cavite

Education

Bachelor of Marketing Management

Pamantasan ng Lungsod Pasig
2009 - 2013

Master's in Financial Management

Polytechnic University of the Phils.
2019 - 2021 (Undergrad)

Expertise

- Management Skills
- Negotiation
- Critical Thinking
- Communication Skills
- Strong-problem Solving Skills
- Leadership
- Attention to Details
- Collaboration

AWARDS

July 2019 | Fiberhome Phils Inc.
The Best Employee of the Year

MARIA GLORIETTA D. ROSIN

ADMIN MANAGER



Work Experience

2023
– 2024
(JANUARY)

FIBERHOME PHILS. INC

Billing Supervisor

- Trains and oversees employees involved in contract and billing functions.
- Direct assigned tasks and assists as needed.
- Assist with performance evaluations.
- Oversees the preparation of statements and bills.
- Maintains or ensures maintenance of clients records related to invoicing and bill payment.
- Reviews contract and billing staff work to ensure accuracy, resolving inconsistencies as needed.
- Creates and provides a prioritized list of clients to be invoiced to team members.
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2019

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2023
(MAY)

FIBERHOME PHILS. INC

Admin Supervisor

- Supervises team for leased properties, rental management and utilities management
- Oversees daily works of the team, manages workloads, tracks data and provide analysis and recommendation
- Coordinates with external suppliers, brokers and other stakeholders; negotiates with owners, brokers and agencies
- Reports to Admin Manager; establishes and implements processes and policies
- Administers conduct of audits and inspections; maintains data monitoring
- Monitors rental payments, billings, utilization and expenses
- Processing and Monitoring of the team work, can plan work well
- Coordinate and communicate efficiently with Other department and internal
- Handles Cash Reimbursement /Cheque Payment consolidation, checking, and processing.
- Application and Process in SAP & Online Application Handles Cash Management for PMO including Tracking and Auditing
- Manage the preparation of Sales Invoices, and Official Receipt and complete the Online Application process.



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2018

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2019

SMOOTHMOVES INC.

Project Coordinator

- Closely communicates with the field personnel, monitors and answers incoming call for the update status of SOs and tickets
- Accurately prepares the reports of all completed/closed SOs and tickets. Coordinates with the area manager or/and team leaders for those field personnel who have not given updates on their respective dispatched SOs and tickets especially for those work that are highly prioritized
- Regularly checks the IPMS and WMO for any remaining or updated SOs and tickets that need to be accomplished for the day; ensures to give timely updates on the status of the dispatched SOs and tickets.
- Should be able to monitor the SOs and tickets that are nearly to go beyond the required SLAs set by the client
- Prepares the summary of all dispatched SOs and tickets for the day for submission the client
- Closely coordinates with PLDT counterparts for the updates or/and verifies info in the SOs and tickets
- Performs other clerical and dispatching duties as may be assigned from time to time

2013

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2018

JOLLIBEE FOODS CORP.

Assistant Restaurant Manager

- Responsible for the entire service operation, including overseeing Food preparation and food quality, stocks availability, cost management and crew training.
- Monitored the daily operational processes and assured efficiency in their implementation.
- Facilitate day-to-day operations including supervision, scheduling of employees and training, placing daily food orders and food cost control.

2020

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2021

SUNLIFE OF CANADA PHILS.

Financial advisor (PART-TIME)

- Provides financial advice to clients in their short and long- term financial goals.
- Respond to prospective customer queries about financial planning.
- Provide clients with specialist advice on how to manage their money.
- Meeting individually with clients to determine their financial objectives, risk tolerance, income, expenses and assets
- Offering strategic advice on products and services, such as investments, insurance coverage and debt management tools
- Maintaining compliance with all rules and regulations in the financial industry
- Identifying and pursuing potential clients to maintain a strong client base

2012

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2013

MIROF RESOURCES INC.

Customer Service Representative (PART-TIME)

- Manage large amounts of incoming phone calls
- Generate sales leads
- Identify and assess customers' needs to achieve satisfaction
- Build sustainable relationships and trust with customer accounts through open and interactive communication
- 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