



MARITES JOBLE BAUL

OBJECTIVE

Seeking a position in a reputable organization, where I can contribute in a meaningful and value adding way to the success accomplishment of the goals and through the effective use of my external and internal customer focus. Also, my organizational and communication skills and where there are opportunities to develop new competencies and pursue a career path.

WORK EXPERIENCE

- **Glory Shipping Company-Doha, Qatar**
Customer Service Executive / Receptionist / Admin Assistant
July 2021 – August 2022
- **Gulf Agency Company- Doha, Qatar**
Shipping Executive
March 2017–May 2021
- **Qatar Shell Gas to Liquids Ltd - Doha, Qatar**
Supply & Shipping Operations Admin
August 2013–Jan 2017
Administrative Assistant
Marketing Department
June 2012–July 2013
Administrative Assistant
Accounts Payable
June 2011–May 2012
Receptionist
February 2008–May 2011
HR Administrative Assistant
October 2007 - February 2008
- **Bank Of Philippine Islands - Manila, Philippines**
Cheque Clearing Operations Staff
December 2000–July 2007
- **Far East Bank And Trust Co - Manila, Philippines**
Bank Teller
June 1995–November 2000
Operations Staff Imports Department
June 1993–May 1995

EDUCATION

Master in Business

Administration

University of Santo Tomas

1994–1999

Graduate Magna Cum Laude
(Silver Medalist).

SKILLS AND EXPERTISE

- **Excellent Driving Skills (valid QATAR Drivers License)**
- Strong organizational Skills
- Administrative and analytical skills
- Excellent communication skills
- Excellent working knowledge of Microsoft Office Demonstrates respect for and sensitivity towards different people and cultures.
- Excellent multi-tasking ability
- High level of motivation
- Takes personal accountability and ensure timely delivery of commitment.
- Readiness to help and support team members
- Customer Oriented and ability to maintain confidentiality
- Sustains positive and productive working relationship with the team

LANGUAGE

English

Tagalog

REFERENCES

Louis Van Eijk – Advisor VP Marketing
(Qatar Petroleum)

Email : louisvaneijk@gmail.com

Alaa Ahmed – Senior Supply and
Shipping Operator (Qatar Shell)

Phone: +974 55040815

Email : Alaa.a.ahmed@shell.com

Jazdee Jamaluddin – Acting Head, Processes
and Controls Gas Sales Management(Qatar
Petroleum)

Phone: +974 33784011

Email : jamaluddin@qatarenergy.qa

MARITES JOBLE BAUL

WORK EXPERIENCE

● **Glory Shipping Company-Doha, Qatar**

Customer Service Executive / Receptionist / Admin Assistant

July 2021 – August 2022

- Provides administrative support to Operations Manager and team.
- Handles a variety of task involving clerical and administrative functions such as filing, typing, copying, binding, scanning.
- Schedule appointments and maintain calendar of Operations Manager and Supervisor
- Maintains office and pantry supplies inventory by checking stock to determine inventory level, anticipating needed supplies, placing and expediting orders for supplies.
- Exhibits polite and professional communication via email and phone.
- Makes travel arrangement for office guest such as booking flights, hotel, transportation and restaurant reservations.
- Schedule and coordinate staff meetings and external meetings with clients
- Prepares , maintains and updates records of company office staff
- Build and maintain relationship with existing and new clients.
- Help the business by identifying business prospect, contacting various customers, providing our company profile and setting up meeting with them.
- Responds to emails and phone inquiries with regards to vessel ETA, CAN, DO charges, BL status and any other inquiries pertaining to shipment.
- Provides cargo arrival notice and DO charges to consignees and clearing agents prior to vessel arrival
- Communicates and provides update to customers regarding the status of their shipment.
- Provides quotation to clients and Resolving customer complaints
- Responds to emails and phone inquiries with regards to vessel ETA, CAN, DO charges, BL status and any other inquiries pertaining to shipment.
- Provides cargo arrival notice, DO charges to consignees and clearing agents prior to vessel arrival
- Communicate with overseas offices and agents regarding shipment status.
- Collects cash/cheque payments and release Delivery Order, gate pass, receipt to consignees and clearing agents
- Uploads DO issued report in PCS system, Maintains a filing system for all DO, gate pass and other shipping documents Generates Daily Delivery Order Report and Prepares expense claim form. Updates customer master data in EBM; Prepare and verify freight invoice
- Welcome visitors in a warm and friendly manner and directing them appropriately.
- Operates telephone reception switchboard, answering, forwarding and screening phone calls
- Arrange IT support staff to fix issues in Desktop/Laptop/desk phone
- Coordinates the maintenance and repair of office equipment, electrical, plumbing and air conditioning unit in the office Prepares letters, reports, presentation materials and minutes of meeting