

SISI, MERIELL ANDAYA

St 99 Building #41 Sangkat Boeung Trabaek
Khan Chamkarmon Phnom Pehn Cambodia
Email: meriellsisi@gmail.com
Mobile: 010-286-425



OBJECTIVE:

- To secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills.
- To make use of my interpersonal skills to achieve goals of a company that focuses on customer satisfaction and customer experience.

PERSONAL DATA:

Gender	:	Female
Birthday	:	November 06, 1995
Birthplace	:	Tagoloan, Misamis Oriental Philippines
Height	:	5'0
Weight	:	108 lbs
Civil Status	:	Single
Citizenship	:	Filipino
Region	:	Roman Catholic
Father's Name	:	Daniel Q. Sisi Jr.
Mother's Name	:	Mercedes Andaya-Sisi
Parent's Address	:	Tagoloan, Misamis Oriental Philippines

WORK EXPERIENCE:

• **Prime One Real Estate Cambodia Co., Ltd.**

Position: Assistant Accountant

Address: Street 352 BKK1 Khan Chamkarmon
Phnom Penh Cambodia 12302 **Workload:**

- Control Documents and monitor all company assets like:
(Vehicle Mileage, Fitting of Equipment's)
- Prepare upon request, relevant report pertaining to area of responsibility.
- Ensure operations adhere to company policies and regulations.
- Manage office supplies stock and place orders
- Organize a filing system for important and confidential company documents.
- Maintain a company calendar and schedule appointment.
- Prepare every Minutes Meetings

• **E Low Energy (Cambodia) Co., Ltd**

• **Position:** Warehouse Keeper

Assigned: Warehouse & Office

Company Address: Street 2004 Phnom Penh Cambodia
Workload:

- Monitor and track all orders from overseas.
- Recording and labeling items.
- Oversees the flow of inventory in and out of the warehouse.

FURI CORPORATION CO., LTD

Position: Executive Assistant of the Directors

Assigned: Office

Company Address: #2 Rothasaphea Sangkat Tonle Bassac
Workload:

- Organized and schedule appointments, booking meeting rooms.
- Organize and make the Employee Handbook based in Cambodia Labour Law.
- Take detailed meetings.
- Write and distribute emails, correspond memos, letters and forms.
- Maintain a filing system.
- Update and maintain company policy.
- Organizing travel and accommodation for staff and customers.
- Assist in the preparation of schedule report.
- Assist in recruiting and hiring talent.

FURI LIANFA LAGOON CO., LTD

Position: Admin Officer

Assigned: Office

Company Address: #2 Rothasaphea Sangkat Tonle Bassac, Phnom Penh

Workload:

- Filing contracts and confidential documents.
- Dealing with email enquiries.
- Take detailed meeting minutes.
- Answering incoming calls; taking messages and re-directing calls as required.
- Assist both internal and external event.

· **On the Job Training**

Company: PRYCE GASES INC.

Assigned: Warehouse/Accounting Department

Company Address: Mohon, Tagoloan, Misamis Oriental Philippines

Duaration: November 7, 2017 – February 01, 2018

EDUCATIONAL BACKGROUND:

COURSE: *Bachelor of Science in Business Administration*
Major in Financial Management

SCHOOL: TAGOLOAN COMMUNITY COLLEGE

LOCATION: Baluarte, Tagoloan, Misamis Oriental

SCHOOL YEAR: 2017-2018

REFERENCES:

MS. MAY TSANG

General Manager
Prime One Real Estate Cambodia Co., Ltd
#41 St 352 BKK 1 Khan Chamkarmorn
Phnom Pehn, Cambodia
(+855 (0)10 271 960)

MR. ANDREW J AHN

Chief Investment Officer
FURI CORPORATION CO., LTD & FURI LIANFA CO., LTD
#2 Rothasaphea Sangkat Tonle Bassac Phnom Penh,
Cambodia
(+855 (0)89 411 844)

MR. ANDREW NG

Operational Director
FURI CORPORATION CO., LTD & FURI LIANFA CO., LTD
#2 Rothasaphea Sangkat Tonle Bassac Phnom Penh,
Cambodia
(+855 (0)99 888 090)

MS. SHYNE MEA RAMONAL

HR Generalist
PRYCE GASES, INC.
PHIVIDEC Industrial Estate
Mohon, Tagoloan, Misamis Oriental
Philippines
(+63 925 898 1651)

REYLAN POLICIOS

Accounting Head
PRYCE GASES, INC.
PHIVIDEDEC Industrial Estate
Mohon, Tagoloan, Misamis Oriental
Philippines
(+63 995 853 7138)