

MICHAEL JEFFREY SANCHEZ

ADMINISTRATION SUPERVISOR

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+ ABOUT ME

I'm an Administration Supervisor with a strong focus on keeping things organized, supporting my team, and making sure daily operations run smoothly. I enjoy working in a fast-paced environment and helping everything stay on track.

+ EDUCATION

- Dr. Yanga Colleges Inc.
Bocaue
2016
**BACHELOR OF SCIENCE:
BUSINESS ADMINISTRATION
MAJOR FINANCIAL
MANAGEMENT**

+ WORK EXPERIENCE

- **CHRONICLES PETROLEUM** JUN 2024 - JUN 2025
Bulacan, Philippines
ADMINISTRATION SUPERVISOR
 - Oversaw daily station operations, ensuring efficiency and adherence to safety regulations.
 - Managed and developed a team of staff, providing training and performance evaluations.
 - Monitored financial performance, including budgeting and cost control measures.
 - Implemented customer service standards to enhance passenger experience and satisfaction.
 - Coordinated with maintenance teams to ensure facility and equipment integrity.
 - Developed and enforced operational policies and procedures for station management.
 - Analyzed operational data to identify trends and areas for improvement.
 - Handled emergency situations, providing leadership and ensuring passenger and staff safety.
 - Engaged with community and stakeholders to maintain positive public relations.
 - Negotiated contracts with vendors and service providers to support station operations.
 - Addressed customer complaints and feedback with appropriate and timely solutions.
- **GREAT UNITY TRADING INC** MAY 2022 - APR 2024
Bulacan, Philippines
FINANCE/ADMIN ASSISTANT
 - Efficiently generated, dispatched, and monitored Sales invoices, conducted AR (Accounts Receivable) Analysis, and managed payment verifications.
 - Administered and supervised client portfolios to ensure optimal service delivery.
 - Compiled and prepared essential tax documentation for organizational compliance.
 - Contributed to the creation of precise monthly financial statements and reports.

+ SKILLS

DATA ENTRY

CLERICAL SUPPORT

FINANCIAL ADMINISTRATION

ACCOUNTING MANAGEMENT

SAP

QUICKBOOKS

MS EXCEL

GOOGLE SUITE

GOOGLE SHEETS

+ COURSE

- JUN 2016 - NOV 2016
**TAKING SAP BUSINESS ONE
FAST TRACK SOLUTIONS**

+ PERSONAL DETAILS

Date of birth
29/12/1995

Nationality
Filipino

Visa status
Transferrable Working Visa

Marital status
Single

+ LANGUAGES

English

Filipino

- Ensured the integrity of financial records through meticulous transaction documentation.
 - Proficiently inputted financial information into SAP and QuickBooks software systems.
 - Executed a range of administrative duties, including filing, generating reports, and managing fixed asset records.
 - Designed and refined spreadsheets and databases for tracking, analyzing, and reporting financial and sales metrics.
- **GEELY MARILAO / MG MARILAO, OLYMPUS MOTOR CORP** OCT 2018 - MAR 2020
Bulacan, Philippines
SALES ADMIN SUPPORT
 - Support sales team with administrative tasks and documentation
 - Managed daily sales administrative tasks to ensure smooth operations and timely order processing.
 - Prepared and maintained accurate sales reports and sales pipeline documentation.
 - Coordinated communication between sales team and clients to facilitate order fulfillment.
 - Answer customer enquiries over the phone, by email and face to face.
 - Take and process customer orders and payments.
 - Do credit checks, raise invoices and deal with paperwork.
 - Update customer records.
check stock and re-order supplies.
 - Organise deliveries. provide after-sales support.
 - **FORD OLYMPUS MOTOR CORP** APR 2017 - OCT 2018
Bulacan, Philippines
SALES ADMIN
 - Process online, email and phone sales
 - Ensure order and invoice accuracy
 - Perform basic customer service functions, like answering questions or responding to inquiries
 - Manage order delivery timeliness
 - Compile sales reports and monitor sales efforts
 - Become experts on company product and service offerings
 - Invoice clients and process payments
 - Update databases and customer records
 - Communicate customer feedback
 - **CARWORLD INC** OCT 2018 - MAR 2020
Bulacan, Philippines
FINANCE ASSISTANT
 - Expertly processed and prepared financial statements, ensuring accuracy and compliance.

- Diligently verified timesheets for authenticity and correctness prior to payroll processing.
- Accurately inputted employee time data into payroll software, streamlining payroll operations.
- Calculated overtime compensation and annual leave entitlements in accordance with company policies.
- Proactively resolved payment discrepancies, prioritizing financial integrity and employee satisfaction.
- Maintained up-to-date and precise financial records.
- Adhered to regulatory standards by meticulously maintaining transaction records.
- Entered financial data into the accounting system, upholding strict data security measures.