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## **CURRICULUM VITAE**

**DONNA YASMIN H. KALUGDAN**

### **Executive Secretary**

Gulf Lead Consultants  
Beirut Street, Hawally  
4<sup>th</sup> Floor Aldaboos Complex  
P.O. Box: 29112 Safat 13152 Kuwait  
Tel: (965) 2263 – 3634 / 8; Mobile: (965) 9919 – 4993  
Fax: (965) 2263 – 3630  
E-mail: office@glc-im.com

### **WORK EXPERIENCE**

- **Gulf Lead Consultants – Industrial and Management Co.**  
Kuwait  
*Executive Secretary*  
April 17, 2007 – Present
  - Check office mail (regular, faxes and electronic) and distribute.
  - Register incoming and outgoing mails.
  - Receive calls and faxes.
  - Handle regular and electronic documents, records, and files.
  - Set appointments for the MD and consultants.
  - Maintain database of contacts.
  - Prepare certificates and brochures.
  - Type GLC letters, and office e-mail messages.
  - Perform special duties, as per MD directions.
  - Handle petty cash and coordinate with accountant.
  - Execute assigned responsibilities as per GLC Quality System.
  
- **Amrat Contracting and General Trading Est.**  
Kuwait  
*Purchase Executive*  
November 10, 2005 – April 16, 2007
  - Analyzing market and delivery systems in order to assess material availability.
  - Developing and implement purchasing and contract management instructions.
  - Preparing reports regarding market conditions and merchandise costs.
  - Review purchase order claims and contracts for conformance to company policy.
  - Review, evaluate and approve specifications for issuing and awarding bids.



- Locate vendors of materials, equipment or supplies and interview them in order to determine product availability and terms of sales.
  - Maintain records of goods ordered and received.
  - Prepare and process requisitions and purchase orders for supplies and equipment.
  - Represent company in negotiating contracts and formulating policies with suppliers.
  - Being responsible overall for independent contract process.
  - Download business prospects from the web.
  - Take directions directly from the Managing Director for any correspondence.
  - Performs miscellaneous job-related duties as that may be delegated from time to time by the Managing Director.
- **Dasmarinas Computer Learning Center**  
**Office of the Mayor**  
(A Project of the Municipal Government of Dasmarinas)  
Dasmarinas, Cavite  
**School Registrar**  
August 11, 2003 – September 30, 2005
- Provide professional and personal assistance to clients in answering queries and giving out information regarding the Computer Center's activities.
  - Conduct manual and computerized information research to support the center's requests.
  - Develop individual client current awareness and selective dissemination services based on personal information profile.
  - Receive letters and communication of the Computer Center.
  - Maintain comprehensive and easily accessible computer and paper files.
  - Arrange the schedule of the administrative officer.
  - Receive calls and jots down important messages in behalf of the Administrative Officer.
  - Type and if possible draft communications and memoranda as may be ordered by the Administrative Officer.
  - Develop and implement systems to maintain student academic records.
  - Administer storage, security, accuracy and preservation of academic credentials in accordance with the center's policy, accreditation standards and privacy laws.
  - Manage grade and transcript processing.
  - Manage student and instructor academic schedules.
  - Compile statistical information and prepare reports.
  - Perform various job-related duties as may be assigned by the Administrative Officer.



- **Municipality of Dasmariñas**  
Don Placido Campos Avenue, Dasmariñas, Cavite  
***Document Control Custodian***  
October 1, 2003 – September 30, 2005
  - Responsible for keeping the master list of documents updated.
  - Coordinate the revision / cancellation of documents with the concerned sections.
  - Tasked in the distribution of the revised documents and in the collection and retrieval of obsolete documents.
  
- **Daang Hari Coliseum**  
Pasong Buaya II, Imus, Cavite  
***Executive Secretary***  
August 1, 2002 – March 31, 2003
  - Prepare weekly payroll of employees.
  - Assist in disbursement of salaries.
  - Prepare checks and vouchers.
  - Handle all outgoing and incoming correspondences.
  - Maintain up-to-date recording and filing system of records, correspondences and other administrative information.
  
- **RCVJ General Services, Inc.**  
Dasmariñas, Cavite  
***Purchasing Officer***  
March 2001 – June 2002
  - Purchase supplies intended for subsidiaries, including office supplies and uniforms for all clients.
  - Supervise the subsidiaries (4427 Good Shoppe, Medicounter Drugstore and Coffee Station).
  - Act as Petty Cash Custodian.
  - Others:
    - Prepare weekly report of collections from salary loan.
    - Prepare checks and vouchers.
    - Maintain recording and filing of all bookkeeping and company records including stock inventories of all supplies and equipment.
    - Assist in disbursement of salaries and other benefits.
  
- **RCVJ General Services, Inc.**  
Dasmariñas, Cavite  
***Secretary to the President***  
September 2000 – March 2001
  - Perform clerical works such as filing, typing and recording.
  - Answer phone calls.
  - Set schedule of appointments.
  - Perform other duties that may be delegated from time to time by the President.



- **Medicine Shoppe**  
RCVJ, Inc.  
Dasmariñas, Cavite  
**Cashier**  
May 2000 – August 2000
  - Issue official receipts to the customers.
  - Maintain recording and filing of stock inventories.
  - Prepare monthly report pertaining to credit and collection.
  - Receive stock deliveries.
  
- **4427 Goodshoppe**  
RCVJ, Inc.  
Dasmariñas, Cavite  
**Cashier**  
March 1999 – April 2000
  - Issue official receipt to the customer.
  - Maintain recording and filing of stock inventories.
  - Prepare monthly report pertaining to credit and collection.
  - Receive stock deliveries.

## **EDUCATIONAL** **BACKGROUND**

- **De La Salle University Health Science Campus**  
Dasmariñas, Cavite  
Bachelor of Science in Physical Therapy - 1998
  
- **Dasmariñas Computer Learning Center**  
Dasmariñas, Cavite  
Basic Computer Course - May 2004
  
- **Rogationist College (Formerly Rogationist Academy)**  
Lalaan II, Silang, Cavite  
High School - 1995  
5th Honorable Mention  
Recipient of Diligence and Conduct Award
  
- **Philippine Christian University**  
Pala-Pala, Dasmariñas, Cavite  
Elementary - 1991  
4th Honorable Mention



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## **SEMINARS**

### **ATTENDED**

- **Documentation Training**  
August 21, 2003  
Municipality of Dasmariñas  
Dasmariñas, Cavite
- **Interpretation of the ISO 9001:2000 Standard**  
August 20, 2003  
Municipality of Dasmariñas  
Dasmariñas, Cavite

## **PERSONAL**

### **INFORMATION**

*NICKNAME:* Yayie  
*DATE OF BIRTH:* June 30, 1978  
*PLACE OF BIRTH:* Dasmariñas, Cavite  
*CIVIL STATUS:* Married with two children  
*NATIONALITY:* Filipino  
*GENDER:* Female  
*RELIGION:* Catholic  
*NAME OF SPOUSE:* Relly O. Kalugdan  
*OCCUPATION:* Fitness Trainer  
*LANGUAGE SPOKEN:* Fluent in Tagalog and English  
*SKILLS:* Computer Literate  
(MS Word, MS Excel, Adobe Professional 7.0)