

# DARLA DIANA CASTRENCE SAUL

*Khalid Bin Al Waleed Road Al Mankhool, Dubai, UAE*

*Email Address: [darladiane44@gmail.com](mailto:darladiane44@gmail.com)*

*Contact Number: +971555383997*



*To pursue a challenging career with constant learning and contribution to an organization, which provides a challenging work environment and allows me to grow professionally and as an individual.*

## Qualification Include:

- Effective communicator with the ability to coordinate seamlessly with multidisciplinary teams to resolve issues promptly.
- Strong understanding of hospital workflows, policies, and procedures, enabling quick identification and resolution of operational disruptions.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint).
- Skilled in creating and designing marketing materials, including posters, using Canva.
- Knowledgeable about target audience preferences and trends to produce persuasive and impactful visual content.
- Computer literate with a solid grasp of essential software and tools.
- Highly responsible and capable of performing tasks efficiently under pressure.
- Trustworthy and dependable in all professional responsibilities.
- Possesses excellent verbal and written communication skills, maintaining a respectful and positive attitude.
- Personable and friendly, able to build rapport with individuals from diverse backgrounds.
- Experienced in handling cash transactions accurately and responsibly.

## WORK EXPERIENCE:

**ISABELA UNITED DOCTORS MEDICAL CENTER INC.**

**NAT' H-WAY CABARUAN, CAUAYAN CITY ISABELA**

**ADMINISTRATIVE ASSISTANT / SECRETARY TO THE PRESIDENT**

**October 2021 to January 2026**

*Isabela United Doctors Medical Center Inc. Is a medical Institution dedicated to provide consistently excellent patient care with high quality and safe healthcare to assure the very best experience to all those we serve here in the region.*

### **Job Description:**

- Provides comprehensive administrative assistance to the President and Medical Director.
- Manages executive calendars, schedules appointments, and organizes internal and external meetings.

- Prepares, edits, and organizes confidential reports, memos, and official correspondence, screens, prioritizes, and responds to inquiries, emails, and phone calls as needed.
- Acts as the primary point of contact for the Executive Office, ensuring timely communication with hospital departments, physicians, external partners, and stakeholders.
- Coordinates with various hospital departments (HR, Finance, Nursing, Medical Records, etc.) to ensure compliance with executive instructions.
- Organizes executive meetings, conferences, seminars, and special events.
- Relays directives and announcements from the President and Medical Director to appropriate departments.
- Drafts and maintains accurate minutes of the meeting for executive, and departmental meetings, ensuring timely dissemination of action items.
- Organizes and maintains secure filing systems (digital and physical) for executive documents, policies, and confidential records.
- Maintains strict confidentiality of sensitive information related to hospital operations, personnel matters, and executive decisions.
- Performs other related tasks as may be assigned by the President or Medical Director.

**FJB-JAB ENTERPRISES  
CAUAYAN CITY, ISABELA  
SYSTEM ENCODER**

**February 2021 to October 2021**

*FJB-JAB Enterprises is a well-established distribution company in Region II with more than three decades of industry experience. The company represents leading principals including San Miguel Purefoods, Lamoian, and Food Industries, and supplies a wide network of supermarkets and retail outlets throughout Region II.*

***Job Description:***

- Encode product information, inventory movements, sales orders, deliveries, and returns into the system accurately and on time.
- Maintain updated records of stock levels, batch numbers, expiration dates, and pricing.
- Verify documents such as delivery receipts, purchase orders, invoices, and inventory reports before encoding.
- Monitor discrepancies and report errors to the supervisor for correction.
- Generate daily, weekly, and monthly system reports as required.
- Coordinate with warehouse, sales, and logistics teams to ensure data consistency.
- Ensure compliance with company policies and regulatory requirements for food and pharmaceutical products.
- Perform regular data backups and maintain confidentiality of company records.
- Assist in system audits and inventory reconciliation.
- Other administrative tasks as assigned.

**HATTA NORTHERN INC.  
AICE ISABELA**

**CAUAYAN CITY, ISABELA  
ENCODER/TELEMARKETER  
SEPTEMBER 2019 – FEBRUARY 2020**

*Aice is a Singaporean ice cream brand that successfully established its presence in Indonesia. It is widely known for its competitive pricing, which the company attributes to the use of locally sourced ingredients.*

***Job Description:***

- Accurately input and update data in company systems, including customer information, sales orders, and inventory records.
- Maintain organized and updated records of transactions, reports, and office documents.
- Respond to customer inquiries and provide product/service information politely and professionally.
- Make outbound calls to potential and existing clients to promote products or services.
- Handle emails, phone calls, and correspondence professionally.
- Prepare reports summarizing the daily activities of sales personnel.
- Support supervisors and colleagues with day-to-day administrative tasks.
- Maintain a log of calls and follow up with clients as needed.
- Prepare reports and summaries as requested.

**KING JAN ENTERPRISES  
CAUAYAN CITY, ISABELA  
SYSTEM ENCODER  
MAY 2017 - NOVEMBER 2018**

*King Jan Enterprises is a reputable food and drug distribution company, supplying a wide range of products—including medicines, hygiene items, canned goods, and snacks—to pharmacies, supermarkets, and retail stores. Committed to quality and reliable service, the company maintains strong relationships with suppliers and customers, ensuring timely delivery and consistent product availability*

***Job Description:***

- Receive order forms from the receiving and dispatching area and verify product availability.
- Encode products and new stock from suppliers into the system for accurate tracking.
- Verify delivery orders to ensure completeness upon receipt.
- Receive and process calls and emails from suppliers regarding stock deliveries.
- Receive and file receipts and documents from sales personnel.
- Report stock levels to suppliers to ensure sufficient inventory.
- Conduct regular inventory checks to prevent shortages.
- Respond to sales personnel inquiries regarding order verification.
- Submit accurate reports and documentation to the Accounting Department.

**FAMOUS BELGIAN WAFFLES  
SM Cauayan, CAUAYAN CITY, ISABELA**

**CASHIER/SERVICE CREW  
FEBRUARY 2015 - MAY 2016**

*Famous Belgian Waffles is a renowned food brand known for bringing authentic Belgian waffle experiences to customers. Established with a commitment to quality and freshness, the company serves a variety of freshly made waffles across multiple locations, combining traditional recipes with modern flavors to delight dessert lovers.*

***Job Description:***

- Receive products and supplies from suppliers and verify accuracy.
- Prepare and submit daily reports to the Manager.
- Monitor stock levels to ensure sufficient products and supplies for daily operations.
- Count cash and manage transactions to prevent shortages or discrepancies.
- Prepare inventory reports for supplies and stock.
- Monitor and maintain store equipment to ensure proper functioning. □ Perform tasks and assignments as directed by the Manager.
- Manage store operations in the Manager's absence.
- Maintain cleanliness and organization within the store.
- Deposit daily earnings into the bank.

**ARCHITECT OFFICE - CAUAYAN CITY HALL  
ON-THE-JOB TRAINING  
November 2016 – February 2017**

***Duties and Responsibilities:***

- Assist clients and business owners with inquiries and concerns regarding architectural services.
- Support business owners in the preparation and submission of building plans.
- File, organize, and secure client documents and building plans to ensure proper recordkeeping.
- Encode and maintain digital and physical records of architectural documents.
- Endorse documents to architects for review and signatures.
- Assist in the preparation of drawings, sketches, and project plans under the guidance of senior architects.
- Participate in site visits to gather data and measurements for projects.
- Help prepare presentation materials, reports, and layouts for client meetings.
- Support the architectural team in day-to-day office operations and project coordination.

**EDUCATION:**

TERTIARY: **INFORMATION TECHNOLOGY PROGRAM**  
STI Education Center – Cauayan Campus  
2015-2017

SECONDARY: **SAINT XAVIER MONTESSORI SCHOOL**  
Don Jose Canciller Avenue, Cauayan City Isabela  
2009-2012

## TRAINING/SEMINAR ATTENDED:

- **Occupational Safety and Health Center**  
Isabela United Doctors Medical Center, Inc. Cauayan City, Isabela  
September 16, 2023
- **ARCHITECT OFFICE CAUAYAN CITY HALL**  
District III, Cauayan City, Isabela  
November-February 2017
- **STI Education Center Pre-Employment Seminar**  
STI Cauayan Campus Cauayan City, Isabela  
March 11, 2017
- **20<sup>th</sup> STI NATIONAL YOUTH CONVENTION**  
Camp John Hay, Baguio City  
December 10, 2016

## PERSONAL INFORMATION:

**Nickname:** Darla

**Age:** 29

**Religion:** Jehovah's Witnesses

**Status:** Single

**CHARACTER REFERENCE :** Available upon request.

I hereby affirm that the information furnished above is true, accurate, and complete to the best of my knowledge and belief.

  
**DARLA DIANA C. SAUL**  
Applicant