**Maria Luisa Retiro Poliarco**



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| Experience | 2014 – Present Truvalue Pharma Corporation Ususan, Taguig**Consultant** * Business Consultant
* Helping Marketing to establish contact
* Giving training

2012 – 2014 Amikat Services Inc. Global City, Taguig**Sales Support Consultant- For Malaysian Account*** Making more than 100 calls per day
* Making more than 70 effective calls per day
* Activation consistent above average
* MVP of December 2012 with 15 Activation
* **MVP of January 2013 with 31 Activation** remarking international record
* Meeting personal goal
* Contributes to reach team’s monthly quota

2009 – 2012 Mapalad Pharma Corporation Manila, Philippines**Office manager/Incorporator*** Managing the office and the staff
* Control the financial flow of the company
* Responsible for the good performance of the staff
* Authorized and responsible for smooth conduct of all meetings with the clients
* Authorized and responsible for entering into any agreement related to business
* Authorized and responsible to any purchase on behalf of the company
* Speaker/Chief of Guest for International Conference on Global Marketing strategies & Practices Organized by Nehru Group of Institute, TamilNadu, India

2008 – 2009 Calvary Charismatic Centre Sabah, Malaysia**Accountant*** Monitoring/Controlling the flow of income and expenses of 42 outreach (branch) churches.
* Doing Balancing and updating weekly income and expenditures
* Translator for Guest Speakers English to Malay/ Book translator- English to Malay

2006 – 2008 Glorious Praise Fellowship LTD Hong Kong**Missionary** * Mainly teaching Christian Education at the Drug Rehabilitation Centre
* Giving a Music Training at the Drug Rehabilitation Centre
* Helping in administration work and book keeping for the Rehabilitation Centre
* Visiting prisons
* Giving counseling to Filipino & Indonesian Domestic Helper
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|  | 2004–2006 Maunlad Corporation Davao, Phil.Corporate Treasurer/Incorporator/Manager* Handling meetings with farmers, investors and government representative
* Responsible for 75 workers wages and workers performance
* Handling importation of seedlings and other materials
* Controlling of financial outgoing expenditures
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|  | 2003–2004 Word Of Hope Manila, PhilippinesSecretary/Minister* Mobilized missionary to different places in Malaysia and teach about Mission.
* Organized Mission trip for Missionary and minister to Malay tribe in Malaysia.
* Implemented training course for new Missionary for Malay Tribe.
* Conducting Praise and worship seminar to different churches
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|  | 2000–2002 Calvary Church, A/G Kota Kinabalu, MalaysiaPart Time Bible School Student/Pastor* Completing Bible School Course Bachelor in Biblical Studies Major in Church Administration
* Equipping Malay tribe in Mission and Evangelism
* Pioneered a new Malay church under Calvary Church
* Pioneered a Filipino church
* Conducting Praise and worship seminar to different churches.
* Translator for Guest Speakers English to Malay/ Book translator- English to Malay
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|  | **1999–2009** Calvary Church, A/G Kota Kinabalu, MalaysiaChurch Office Administrator/Mission Coordinator* Administrate church office
* Distributing works for 23 staff
* Main Organizer for any church big events
* Responsible for any church events advertisement including artwork design for weekly newsletter and annual newsletter
* Supervising interior Mission churches
* Conducting Praise and worship seminar to different churches.
* Translator for Guest Speakers English to Malay/ Book translator- English to Malay
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|  | 1997–1999 Calvary Church, A/G Kota Kinabalu, MalaysiaBible School Student/Full Time Worker* Studied in Malay Bible School at the same time working in the church
* Involve in Pioneering work at remote area and to malay speaking people in Malaysia
* Pastor for Malay youth and Praise And Worship Ministry in the Church
* Head of Church Mission and Evangelism Ministry
* Conducting Praise and worship seminar to different churches.
* Translator for Guest Speakers English to Malay/ Book translator- English to Malay
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| Education | 2000 – 2003 Pusat Perlatihan Calvary Kota Kinabalu, Malaysia* Bachelor in Biblical Studies Major in Church Administration

1997–1999 Pusat Perlatihan Calvary Kota Kinabalu, Malaysia* Diploma in Pastoral Ministry

1995–1997 Kinabalu Collage Kota Kinabalu, Malaysia* Computer Course
* Office Administration
* Secretarial Course

1989–1994 S.M.J.K. Tiong Hua Sandakan, Malaysia* Secondary 1 to 5

1983–1988 S.K. Berhala Darat Sandakan, Malaysia* Primary 1 to 6
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| Language Skill | Bahasa Malayu* President of “Bahasa dan Sastera” (Language and Literature) from Secondary 3 to Secondary 5
* School Representative for Bahasa Speech Competitions (Pidato) from Primary 5 to Secondary 5.
* School Representative for “Perbahasan” (Debate in Malay) from Secondary 1 to 5.
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| Other Skills | * **- Excellent oral and written English and Bahasa Malaysian/Indonesian communication skills.**
* **Translate books from English to Bahasa Malaysia**
* **- Developed computer skills Word, Excel, Publisher, Powerpoint, Explorer, etc).**
* **- Professional Phone Manner**
* **- Ability to handle multiple tasks.**
* **Ability to adhere to all organizational policies and procedures.**
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| References |

* Christopher Dotimas / 09178730211
* Arlene P. Buenavidez / 09063015158