**CATHERINE**

[**CATHERINE.150391@2freemail.com**](mailto:CATHERINE.150391@2freemail.com)

**OBJECTIVES:** To acquire a challenging position that will allow me to utilize and further enhance my knowledge and skills.

**POSITION DESIRED: DOCUMENT CONTROLLER/ADMIN ASSISTANT/ACCOUNTING STAFF**

**PROFESSIONAL QUALIFICATIONS**

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* Administratively competent and highly motivated in accounting position and in document control.
* People oriented, trustworthy, honest, hardworking, aggressive and willing to learn and to excel in any given position requiring professional commitment
* Flexible and adaptable, autonomous, and enjoys in multi-cultural environment
* Can work extended hours to get the job done and work well under pressure

**SKILLS:**

* Good knowledge in accounting and finance (Peachtree and MYOB system)
* Good knowledge in document control procedures
* Proficient in basic computer software such as MS Word, MS Excel, MS Powerpoint
* Numerate, literate and accurate
* Good communications skills
* Positive response to pressure
* Ability to work as part of a team

**WORK EXPERIENCES:**

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| Name of Company: **BILFINGER BERGER AG CIVIL**  Project : **Construction of BARWA City Phase I**  Doha, State of Qatar  Position : **DOCUMENT CONTROLLER**  Duration : Sept 01, 2009 to present – *(End of contract – November 2012)*  *(Same duties and responsibilities)* |

Name of Company: **BILFINGER BERGER**

Project : Doha Expressway, 22nd February Street. & Al Amir Street (Upgrade & Interchange)

Package 1 & 2

Doha, State of Qatar

Position : **DOCUMENT CONTROLLER**

Duration : March 20, 2008 to August 31, 2009

**Duties and Responsibilities*:***

* Maintain original files of incoming and outgoing correspondence
* Coordinate all activities related to the Document Control procedure, including technical documents, drawings, and commercial correspondence.
* Encoding of all correspondence (i.e incoming and outgoing letters, emails, fax) to PRIMAS and ensure that all information is accurate and up to date.
* Incoming correspondence is to be date stamped, coded and registered by the Filing Center
* Scan all outgoing and incoming correspondence to be attached on the system after signing by the signatories and distribute it to the team leader for action
* Filing of all letters to their corresponding folders
* To ensure that all correspondence is appropriately coded and registered, with tracking number
* Incoming correspondence received by any project personnel has to be handed over to the Filing Center for registration and further action according to the procedure.
* Search all the inquiries using the system PRIMAS
* General clerical & administrative assistance
* Organize copies of hard documents, incoming & outgoing, & distribute quickly and effectively
* Continually update and maintain accuracy of information
* Maintain accurate records of the receipt and issue of transmittals
* Update the register for drawing and other technical submittals and the status of the correspondence from consultant and client for reference
* Monitors status of documentation by keeping a log of all outgoing & incoming documents

Other Responsibilities **(Technical Department)**:

* Maintain and update the Drawing Register
* Prepares transmittal notes including correspondence, for all outgoing documents of assigned projects and make sure that clients and/or departments concerned were able to receive drawings issued for approval, construction, and other purposes.
* Receives documents from outside parties and make sure that documents were distributed to concerned parties accordingly.
* Makes sure that controlled copies of latest approved documents and drawings are given to the appropriate staff, subcontractors and suppliers as applicable.

**PROHEALTH PHARMA PHILS., Inc.** October 2007 – March 2008

**JUNIOR ACCOUNTANT**

Ortigas Center Pasig, City

**Duties and Responsibilities*:***

* Review and process daily invoices, check requests and other bills
* Prepares request for payment, voucher payable and check voucher
* Monitor & schedule payment of accounts to suppliers
* Prepares monthly government remittances and other requirements
* Check and monitor the expense report of various employees
* Record check disbursement.
* Prepares inventory costing and analysis
* Handles payroll and all tax requirements

**TRANSGLOBAL AIRWAYS CORPORATION** April 2006 – July 2007

**ACCOUNTING STAFF**

Ortigas Center Pasig, City

**Duties and Responsibilities*:***

* Prepares monthly government remittances and other requirements
* Prepares invoices for payment, which include coding, checking for accuracy and thoroughness.
* Prepares request for payment, voucher payable and check voucher
* Responsible for the prompt payment of vendors and maintenance of accurate and timely records of expenditures within the budget.
* Monitor the product cost of fuel, local and domestic for flight purposes
* Monitor & schedule payment of accounts to suppliers
* Handles payroll
* Prepares Alphalist

**PILIPINAS AGRI SOLUTIONS CORP** Sept. 2003 – March 2006

**FINANCE ASSSISTANT**

Sta. Maria Bulacan

**Duties and Responsibilities*:***

* Prepare payroll of all employees
* Prepares monthly government remittances and other requirements
* Monitor, purchase, & handled inventory
* Prepares monthly & quarterly vat remittances
* Have a knowledge in compliance with BIR requirements
* Monitor the daily sales report and other sales charges
* Monitor accounts receivable from various customers
* Audit the daily sales report
* Monitor & schedule payment of accounts to suppliers
* Responsible for the monitoring of petty cash and cash advances
* Prepares bank reconciliation
* Prepares product cost analysis
* Prepares journal voucher, check voucher, & vouchers payable

**JFP PETRON SERVICE STATION** May 2002 – July 2003

**ACCOUNTING STAFF**

Junction, Cainta, Rizal

**Duties and Responsibilities*:***

* Audit the daily sales report
* Monitors the availability of the stocks
* Prepare weekly statement of accounts, for billing purposes
* Responsible for the maintenance and orderliness of the station
* Monitors the staff accordingly and gives proper delegation of assignment
* Takes appropriate and timely action with marginal or failing performers (issue memo to staff)
* Takes proper action on store needs, people, merchandise and physical aspects of the station and other requirements

**EDUCATIONAL ATTAINMENT:**

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*Graduated at Tomas Claudio Memorial College, Morong, Rizal on 05 April 2002 with*

***Degree of* BACHELOR OF SCIENCE IN ACCOUNTANCY**

**TRAININGS/SEMINARS ATTENDED:**

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Seminar for Expanded Value Added Tax or EVAT

Held at Pasig City Convention Center

September 14, 2005

52nd PICPA Annual Convention

Expo Filipino Clark Field

Pampanga

Nov. 26, 2001

Rotary Youth Leadership Award 2001

"Building Youth for Mankind's Future"

UP PCED Hostel, Diliman Q. C.

September 15, 2001

**CHARACTER REFERENCES:**

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Available upon request