RUESTRA

Ruestra.150639@2freemail.com

**Career Objectives**

To contribute my knowledge and skills towards the realization of dynamic company’s

goals, in return can be a venue for a career growth and advancement

**Knowledge & Skills**

Knowledgeable in MS Office & Telephone Protocol

Can type 50 - 60 words per minute

Knowledge in Quickbooks; Peach Tree/Sage; Navision

Knowledge in Office Procedures

Time Management Skills

Can work in a team and independently

Ability in purchase administration and order processing.

Quick Learner

**Working Experience**

Jun 2015 – Present **Holiday Factory Package & Tours LLC Dubai, UAE**

*ACCOUNTS ASSISTANT – Accounts Payable*

Received invoices thru email/attending supplier’s inquiry

Ensure that the hotel invoices are matched in HF portal before posting in Sage

Investigate the invoice amount discrepancy, if any

Posting of Hotel and Overhead invoices on Sage

Responsible of the accuracy and timely processing of weekly payables

Online payments preparation/setting up payments; Urgent payment request

Allocation of payments towards invoices on Sage

Reconciliation of SL-GL account | reconciliation of Supplier’s SOA

Pettycash Custodian | Posting pettycash in sage

Preparation of WPS

Sep 2014 – May 2015 **Intersel Dowding & Mills FZCO Dubai, UAE**

*ACCOUNTS ASSISTANT*

Preparation of invoices (Sage) & dispatching to Client

Responsible in Job Costing (Sage)

Updating Customer’s Outstanding; Sales Report & Master’s Book

*\*\*\*\*\*ADMINISTRATIVE DUTIES\*\*\*\*\**

Assisting Receptionist in handling calls

Posting time sheet in Sage

Sep 2011 – Sep 2013 **Waagner Biro Gulf LLC Dubai, UAE**

*JR. ACCOUNTANT – Accounts Payable (Promoted - Mar.2012-Sep.2013)*

Responsible in receiving invoices & dispatching for approval of Project Mngr.

Ensures LPO & approved invoices are matched.

Copying the approved invoices & posting to Navision

Responsible for the accuracy and timely processing of weekly payables.

Prepares and process of invoices & cheque payment requests.

Reconciliation of Supplier’s SOA. Petty Cashiering.

*\*\*\*\*\*SECRETARY – Purchasing Dept. (Sep. 2011 – Mar. 2012)\*\*\*\*\**

Preparation of Quotations

Assist purchaser for following-up orders & enquiries.

Checking all Invoices against LPO before handed-over to Accounts Dept.

Maintaining and updating sales and purchasing reports

In-charge in credit facility application

Taking minutes of meeting (coordination meeting between Purchasing

 Dept. & Site Engineer’s)

Dec. 2007 – Feb 2011 **Middle East Architects Manama, Bahrain**

*SECRETARY*

ADMINISTRATIVE DUTIES

Report directly to GM & MD

Preparation of Business Correspondence & Minutes of Meeting

Handles the Meeting Schedule of MD & GM

In-charge of Travel booking (ticket &/or hotel)

Maintain hard copy and electronic filing system.

Maintaining office supplies

Responsible in preparation of documents needed for application in the

 Government Authorities such as: Building Permit; Electricity; Civil

 Defense; Water; Drainage & other related matters.

Checking and follow up on the job designated to different department.

Answering phone calls, checking & answering other e-mail.

*\*\*\*\*\*ACCOUNTS DUTIES \*\*\*\*\**

Preparing Invoice, Quotation & Purchase Order

Receiving cash and cheque payments / Following up payments

Recording Monthly Sales & Disbursement

Handling Petty Cash Fund & Maintaining Petty Cash Ledger

Preparing Monthly Payables & Payroll

In-charge in Bank transaction such as: cash & cheque deposit, salary and

 telegraphic transfer.

Jan. 1997 – Nov. 2007 **Sea Quest Ship Management, Inc. Cavite, Philippines**

*ACCOUNTING CLERK – General Accounting (Promoted - Feb. 2000 – Nov. 2007)*

In-charge in monthly payables and cheque payment request

Handles preparation of reports & remittances for the ff. Gov. Offices:

Bureau of Internal Revenue

SSS (Social Security Services) Premium & Loan Remittances

Pag-ibig Fund Contribution & Loan Remittances

Philhealth Premium & Claims

In-charge in Bookkeeping

Handles Bank Reconciliation

Maintaining Depreciation records

Responsible in Financial Statement Report

Handles preparation of payroll

In-charge for Annual Report for Security Exchange & Commission

Responsible in renewal of Business Permit

Monitoring communication expenses

Responsible in Fund Request for Management Fee

In-charge in Flight Booking of DP & Officers to join vessel

Maintaining Records of Vessel’s Port Schedule & Sailing Plan

Maintaining Records Ship Store; Lub Oil & Small Repairs for

 monitoring budget of vessel purposes

*\*\*\*\*\*SECRETARY (January 1997 – January 2000)\*\*\*\*\**

Reports directly to the General Manager

Preparation & Typing of Business Correspondence

Overall in charge of Incoming and Outgoing documents and messages

Responsible in monitoring vessel crew uniform inventory

Maintaining Records of Crew (Resume, Training and Medical Report)

Monitors daily time record

Answering phone calls

Petty Cashiering

Jul 1995 - Nov 1996 **Sociego Food Manufacturing Inc. Malabon, Philippines**

 *DATA ENCORDER*

In-charge in all documents for filing purposes

 Preparation / typing correspondence

 Responsible in all incoming and outgoing messages

**Education**

1988 – 1992 **Navotas National High School**

Jun.’92 – Jan.’93 **Polytechnic University of the Philippines – Institute of Technology**

Secretarial Course

1993 – 1995 **Peralta Data Processing & Tutorial Center, Inc.**

 Computer Software Technology

Jan. – July 2014 **Asia Pacific Caregiver & Healthcare Training Center**

Caregiving Course

References are available upon request.

I hereby affirm that the above information given is true and correct.