**GLADYS** 

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NATIONALITY LIVE IN Languages

**Filipino UAE, Dubai English, Tagalog**

# 01 SUMMARY

A proactive individual with a long track of professional skills in Administration cum Assistamt Accountant. I am a motivated team player who consistently aims to excel as a member within the team. My communication skills allow me to build up rapport easily with my senior management and direct reporting staff. I have gathered throughout my previous and current experiences many skills that allow me to be a distinguished problem solver should those arise. Pragmatic and target orientated, I have a track record of achieving and exceeding the expectations set out by my employer and always thrive to raise the bar when it comes to delivery of international standards in any projects I was entrusted with. I want to develop my career in a fast moving environment with a company that values passion, positivity, integrity and hard work.

# 02 Work experience

**Aug 2014 - Oct.2016** Admin and HR Manger cum Assistant Accountant **/ Driven Technologies,Dubai UAE**

**RESPONSIBILITIES** • Prepare correspondence, memos, reports, presentations, and emails or other related offices in relation to the office operations. • Review and update all human resources policies to meet the organization’s needs

* Provides job candidates by screening, interviewing, and testing applicants; notifying existing staff of internal opportunities; maintaining personnel records • Supervising, coordinating and attending reports of all departments to maintain/develop a excellent corporate level
* Manages conflicting priorities - organizing workflow, teaming with peers to accomplish tasks and balance workloads.
* Prepare daily income/sales and prepare daily journal entry
* Receiving and processing all invoices, expense forms, payroll and requests for payment.
* Preparing Salary using WPS (Wage of Protection System).
* Took care of tasks in book keeping, accounting, data entry of sales and other assigned tasks in sales department.

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| **RESPONSIBILITIES** | * Handling and managing the account cash flow. * Manage relations with clients, suppliers and contractors. * Order stock and office supplies. * Prepare and verify daily reports. * Ensuring all documents is as up to date as possible within electronic filing system. * Responsible for maintaining hard copy information. * Monitoring daily, weekly and monthly time sheets for all departments. * Manage accounts receivable/payable and reconcile accounts. * Follow-up payments to the clients. * Managing deliveries and planning of vehicle movement. * Request for quotation, placing orders, invoice controlling, supplier management & closing purchasing orders.. * Scanning in all relevant new documents. |
| **Aug 2011-March 2014**  **RESPONSIBILITIES** | Office Manager cum Admin **/ B-Thirteen Advertising LLC, Dubai U.A.E**  *As a Office Manager, I’m responsible for all theorganization and co-ordina tion of Office operations, procedures and resources to facilitate organiza tional effectiveness and efficiency. I make sure that office equipment is main tained, relevant records are up to date and that all administration and basics accounting processes work effectively.*  • Manage office operations to ensure efficiency and productivity. |

* Manage petty cash
* Manage relations with clients, suppliers and contractors.
* Order stock and office supplies.
* Supervising the Employees; taking care of the employee’s queries and feedback.
* Manage the induction of new employees.
* Set up computer and other requirements for new employees.
* Scanning in all relevant new documents.
* Ensuring all documents is as up to date as possible within electronic filing system.
* Responsible for maintaining hard copy information.
* Monitoring daily, weekly and monthly time sheets for all departments.
* Answering all incoming calls / emails and re-routing them to relevant parties.
* Making Invoices using Quickbooks.
* Manage accounts receivable/payable and reconcile accounts.
* Preparing Salary using WPS (Wage of Protection System).
* Follow-up payments to the clients.
* Took care of minor tasks in book keeping, accounting, data entry of sales and other assigned tasks in sales department.

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| **Dec 2010- July 2011**  **RESPONSIBILITIES** | Secretary cum Document Controller **/ Tangram Architects & Designers, Abu Dhabi UAE**  *Responsible for establishing and maintaining a effective document control systems. Ensuring that all correspondences is accurate, up to date and accurately distributed to relevant parties.*   * Preparation and coordination of project related correspondences. * Monitoring and tracking all incoming and outgoing correspondences to the Client and Contractor. * Distributes and retrieves documents to all concerned departments. * Assisting in the management, implementation and administration of the department’s electronic document management systems. * Scanning in all relevant new documents. * Ensuring all documents is as up to date as possible within electronic filing system. * Responsible for maintaining hard copy information. * Monitoring daily, weekly and monthly time sheets for all departments. * Assisting in the management, Preparation of Project Handing over   Reports. (PAC & FAC) |
| **Aug 2008- Dec 2010**  **RESPONSIBILITIES** | *Front Desk Officer* cum Document Controller**/ Lourdes Suites, Philippines**  *As a Front Desk Officer with Lourder Suites using excellent communication skills and the ability to coordinate work effectively in order to provide an excellent hospitality experience for guests*  •Register guests and assigns rooms. Accommodates special requests |

whenever possible.

* Dealing with reservations by phone, e-mail, letter, fax or face-to-face • Checking guests into and out of the hotel, allocating rooms and handing out keys
* Preparing bills and taking payments
* Handling foreign exchange
* Taking and passing on messages to guests
* Dealing with special requests from guests (booking theatre tickets or storing valuables)
* Dealing with complaints or problems.
* Ordering room service
* Ordering taxis for guests
* Answering questions about facilities and amenities in the hotel and the surrounding area.

# 03 Education

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| **2016**  **2016** | **Basic Accounting 1 /** Pinoy Group Market Trader Academy, Dubai UAE  **ERP Tally /** Pinoy Group Market Trader Academy, Dubai UAE |
| **2007** | **Hotel and Restaurant Management (HRM)** |

**(Associate in Hotel and Restaurant Management with Specialization in Culinary Arts)**

**/** De La Salle University- Dasmariñas Cavite Philippines

# 04 Key Skills and Competencies

* In depth knowledge of secretarial software, Outlook, Microsoft Excel and Word, Quickbooks (basic), Photoshop, Illustrator, Basic Programming Knowledge.
* Strong organization and time management skill
* Excellent presentation, interpersonal & communications skills - both written & oral
* Excellent interpersonal skills and a professional telephone manner.
* Self-motivated, proactive & hardworking.
* Able to react quickly and effectively when dealing with challenging situations.

# 05 Personal Traits

Confident and versatile and possess proficiency in communication and motivational skills. I am a forward thinking and articulate person who is ambitious and eager to learn. With excellent communication skills and time management, I have the ability to meet goals and objectives and encourage harmonious working relationships with a work-force and given the opportunity will prove to be an asset for your company.