**To the kind attention of HR/Recruitment Department:**

Dear Sir/Madame,

Greetings!

It is an honor to write this letter with my enclosed CV/Resume as an expression of my interest in exploring employment opportunities in your organization.

I would like to introduce myself as a hardworking and dedicated professional with more than 8 years working experience. I trust that you would find me well-spoken, energetic, and confident, a respectful individual and a candidate worthy of consideration.

My exposure and abilities enabled me to have a sterling assistance as an ***Accountant, Payroll Officer, Library Assistant, HR Officer, Admin Officer, Customer Service Staff, Sales and After Sales Staff and Secretary/Back Office Support Staff.*** It helped me acquire a perspective on ***Accounting, Business Management, Human Resources, Administration, Sales & After Sales, IT, Customer Relations/Management, Business Operations, etc.*** These also allowed me to gain knowledge in ***Oracle, Automaster as well EZ Business Software***.

For the past 8 years of working, I am grateful to develop organization and administrative and excellent customer skills and to build good management relationship. These also help me to have an effective time management, to be well-versed and proficient in using Microsoft Package, to gain strong attention to detail and to perform task carefully and accurately.

Therefore I believe that these would be an asset on any responsibility that I would be taking part within your company.

I greatly appreciate your consideration in taking time to review my candidature. I hope that you'll find my credentials and qualifications, character and experiences interesting enough to warrant a personal interview for an employment opportunity or you can contact me on:

Thank you very much.

Sincerely Yours,

Jhamela Silvestre

***Compensation & Benefits/Accounting/HR-Admin. Analyst***

*Fluent in written and spoken English and Filipino & Conversant in basic Arabic*

*Objective:* ***To be part of a Professional Team in utilizing my acquired knowledge and expertise in the field of Accounting, Human Resources, Administration, Business Management, Sales & After Sales, Customer Service Relations, Compensation and Benefits, Telemarketing and CRM.***

**COMPETENCIES:**

Rewards & Payroll Processing

Compensation and Benefits

Accounting

Human Resources

Recruitment Onboarding

HRIS

Administration

Sales & Surveys

Satisfaction Surveys

Customer Service Relation

Telemarketing

Motor Services & Parts Operation Knowledge

Oracle Software

AutoMaster Software

EZ Business Software

Microsoft Outlook

Microsoft Office Suite

**EXPERIENCES:**

***HR Assistant Officer – Al Khazna Insurance Company P.S.C., Abu Dhabi, UAE***

**23 March 2014 – Present**

* Coordinates and responds to communications, inquiries and HR transactions
* Provides administrative assistance to recruitment onboarding formalities
* Prepares monthly payroll, salary adjustments/deductions and payroll reports.
* Administers compensation and benefits programs, requests and payments
* Updates and maintain human resources information systems and time keeping systems
* Updates and keep employee’s personal files/documents.
* Updates and maintain WPS files/reports, compensation and benefits reports and personnel records
* Administer delivery of communications, requests and correspondence flows to other departments
* Administer in preparing analysis report performance appraisal programs
* Provides overall administrative assistance to the department.
* Administer in preparing and maintaining monthly, and quarterly accrual reports
* Administer in preparing End of Service Calculation for resigned/terminated staff

***After Sales, HR & Admin Assistant - Bin Brook Motors and Equipment L.LC. , UAE***

**22 April 2012 – 06 March 2014.**

* Performed telesurveys on customer satisfaction & relationship management index of trucks & buses and heavy equipment products and services.
* Administered development and maintenance of After Sales and petty cash reports
* Performed office management requests and operations of the department.
* Performs warranty registration in the system for sold Equipment.
* Prepare and updates part’s pricing and discounts in the system for maintenance packages.
* Prepared product & services quotations, work orders, invoices for maintenance services
* Administered HR administration operation and compensation and benefits processing
* Monitored and liaised labor, visa and company licenses renewals, cancellations & additions with PR.

***HR & Admin Assistant Manager – Desert Construction Company, UAE***

**19 October 2011 – 20 April 2012**

* Performed new hires onboarding procedures
* Managed monthly payroll processing
* Administered compensation and benefits programs
* Administered health insurance & workmen’s compensation addition, deletion and renewal
* Prepares corporate circulars and correspondences
* Monitored and liaised legal documents and licenses renewal, cancellation & additions with PR

• Administered petty cash reimbursements and coordinates related payments

• Provided overall administrative assistance to the department.

***General Accounting Staff – Landco Pacific Corporation, Philippines***

**16 August 2010 – 19 August 2011**

• Accounted semi and monthly drawdowns of all collections from handled projects.

• Prepared monthly collections templates from handled projects.

• Updated adjustment entries to accounting systems

• Reconciled monthly bank reports on account receivables

• Performed bookkeeping and filing of accounting files

• Checked invoices from credit and collections from site office of handled projects.

• Updated financial schedules of accounts of projects handled.

• Safekept accounting books of handled projects.

**EDUCATION**

Bachelor of Science in Business Administration Major in Accounting at Holy Angel University, Philippines.

S.Y. 2006 – 2010

***Library Assistant – Holy Angel University – 2006 to 2010***

Performed accessioning, barcoding, stamping, labeling, covering, and shelving of books.

Provided administrative and general assistance in maintenance of office, cleanliness and organization of the University library.



**Gulfjobseeker.com CV No:** **1466148**