# ROSEMARIE



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**PROFESSIONAL EXPERIENCES:**

November 1, 2008 to November 5, 2015

Position: **Office Administrator / Purchase Assistant**

**MIRJANA ENGINEERING SUPPLIES**

Job Description:

* ISO 9001 Management Representative Appointee.
* Assist Purchase Officer in making purchases.
* Ensure about the cost, quality and availability of product before purchasing.
* Provide Administrative support to the purchase department.
* Update concerned department about procurement of materials.
* Check the Bill of Quantity in detail and clarify with contractors accordingly.
* Source and send out the Bill of Quantity inquiry to the International (European) manufacturers.
* Perform thorough checking of manufacturer’s offer to provide client’s satisfaction.
* Responsible in receiving Purchase Orders, checking and generating comparison report.
* Provide secretarial or executive services for General Manager.
* Clerical work (filing, typing documents and correspondence, sorting and handing out post, photocopying and scanning documents, recording and updating database & ordering of office stationery).
* Answer incoming calls in a professional manner.

May 15, 2008 to October 30, 2008

Position: **Accountant**

**CONCORDE EXPRESS CARGO LLC**

Job Description:

* Prepare and perform payment runs including cash clearing and inter-company netting.
* Reconcile, monitor and report bank account transactions and balances.
* Account assignment and booking of purchasing invoices.
* Managing AD-HOC administrative functions.
* Manage detail aging, commission, manual/computerized cash batch, and sales journal; executed and delegated data entry and order processing functions.
* Handle a broad scope of internal processes encompassing the daily management billing, collections, reconciliation, general ledger and month-end closings with a main focus on accounts receivable functions.
* Respond to queries promptly and in a responsive and courteous manner.
* Perform reception duties on behalf of the team which includes providing face to face contact to visitors to provide our services in a responsive and courteous manner.
* Taking clear messages and passing these promptly to the appropriate member of the team using judgment of urgency.
* Receive and distribute messages from telephone/e-mail as appropriate.

November 22, 2006 to May 14, 2008

Position: **Accountant**

**GOLDEN WINGS GENERAL TRANSPORT LLC**

Job Description:

* Maintain Accounting records and preparing accounts and management information.
* Prepare financial statements, including monthly and annual accounts.
* Provide profit and loss statements, including monthly closing and cost accounting reports.
* Managing AD-HOC administrative functions.
* Establish, maintain and coordinate the implementation of accounting and accounting control procedures.
* Account assignment and booking of purchasing invoices.
* Reconcile, monitor and report bank account transactions and balances.
* Prepare and perform payment runs including cash clearing and inter-company netting.
* General ledger bookings (e.g. accruals, fixed asset)
* Perform other related duties that as required.

January 2006 to October 25, 2006

Position: **Accounting Clerk**

**MOTECH AUTOMOTIVE EDUCATION CENTER, INC.**

Job Description:

* ­­Prepare monthly bank reconciliation, including GL, GL research and reconciliation.
* Monitor cash flow.
* Preparation of checks for suppliers, for petty cash expenditures and monthly bills.
* Support preparation of standard management records through information, verification, assembly and other related activities.
* Prepare cash receipt for posting, applying payments and performing producer statement reconciliation.
* Prepare monthly statements and coordinates with the collection officer.
* Resolve billing discrepancies and assemble all supporting documents.
* Identify and take action to delinquent accounts, as outlined in the cancellation policy.
* Report on customer service and payment performance issue.
* Prepare monthly and quarterly computation of taxes, premiums and loans on Social Security System, Phil-health and Home Development Mutual Fund.

**EDUCATION ATTAINMENT:**

June 2001 to April 2005

**BACHELOR OF SCIENCE IN ACCOUNTANCY**

**INTERWORLD COLLEGES FOUNDATION, INC.,** Paniqui Tarlac, Philippines

**RELEVANT SKILLS**

* Proficient in Microsoft Office 2003, 2007 and 2010
* QuickBooks
* Driving Skills **(valid UAE license)**
* ISO 9001 Management Representative