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 **Gulfjobseeker.com CV No:** **1518540**

**WORK EXPERIENCE:**

**Company Name**: WMI Construction LLC

**Company Address**: 110 Lootah Bldg., Al Qusais Dubai UAE

**Date of service:** October 30, 2013 –Nov. 22, 2015

**Position held**: ***Receptionist cum Secretary cum Account’s Assistant***

**Duties and Responsibilities:**

* Greet Visitors, attend telephone calls and all routine correspondence
* Write emails and letters for and on behalf of the manager at his request
* Assist the PRO in preparing necessary documents for application and cancelation of employment visa
* Making Quotations, receiving and processing Invoices for Clients and Local Purchase Orders
* Responsible in keeping all important and confidential record of employees
* Maintains systematic and organized files of company’s documents and records
* Preparation of payments to our Sub-Contractor.
* Handling of petty cash
* Responsible of WPS Payroll, Accounts Receivable, Accounts Payable
* Assist the Accountant in Recording Financial transactions (such as issued and received cheques)
* Maintain confidentiality of all account related files and records

**Company Name**: First Dipolog Fast Food Inc. **(Jollibee Dipolog Rizal)**

**Company Address**: Rizal Ave. Dipolog City, Philippines

**Company Business:** Fast Food Services

**Date of service**: 15 October 2012 to 30 June 2013

**Position held:** Counter Crew

**Duties and responsibilities:**

* Receive payments/Cash handling, preparing the daily total sales.
* Handling customer complaints and resolving them to their satisfaction.
* Provides effective and exceptional service and maintain patience to high tempered customers.

**Company Name**: Dipolog Fast Food Inc. **(Jollibee Dipolog Rizal)**

**Company Address**: Rizal Ave., Dipolog City, Philippines

**Company Business**: Fast Food Services

**Date of service:** 01 April to 01 October 2012

**Position held**: Store Accountant’s assistant /Accounts Assistant

**Duties and Responsibilities:**

* Perform daily accounting duties and other internal support when required.
* Comparing delivery receipt from actual receiving of stocks.
* Assist in making accounts payable, Receiving and processing all invoices, expense forms and requests for payment.
* Assist in preparing employees pay slip.

**Birthday:** July 10, 1989

**Civil Status:** Single

**Nationality**: Filipino

**CAREER OBJECTIVE:**

It is my desire to join a dynamic company where I obtain challenging position that will suit my expertise and skills and will provide my continuous career development.

**SKILLS SUMMARY:**

* Proficient in, MS Word, MS Excel, Power point, MS Outlook, Internet applications, basic Tally ERP 9
* ***2 years UAE*** experience in filling records, documentation, communications, dealing with clients, accounts related work as ***Secretary***cum ***Receptionist*** cum ***Account’s Assistant***
* Fast learner, efficient, goal oriented and can work under extreme pressure.
* Motivated, energetic and self-starter.
* Effective oral and written communication skills in English.

**EDUCATIONAL BACKGROUND:**

COLLEGE GRADUATE

Saint Vincent’s College, Philippines

2009-2012 ***Bachelor of Science in Accounting Technology***

Andres Bonifacio College, Philippines

2006-2008 ***Bachelor of Science in Nursing(***

SECONDARY:

Liloy National High School

2002-2006

PRIMARY:

Liloy Central School