**OBJECTIVE:**

To share my knowledge and skills to the continuous success of the company and to excel on the field open which will be assigned to me, and to be able to make significant contribution to a company that will hone my abilities and personality, enrich my career growth and encourage me to work in the best of my capabilities.

**SKILLS:**

* MS Word, Excel, PowerPoint, Outlook, SAP (sales), ATiMS (Attendance and Time Management System, Lotus Notes, Internet
* Fluent in writing, reading and speaking English and Tagalog

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| **WORK EXPERIENCE Overview:** |
| * **KEPCO Engineering & Construction Co.**

Barakah Nuclear Power Plant Project**Administrator** UAE January 20, 2013 – present | * **Home Development Mutual Fund –**

 Regional Office VI Loans & Accounting Div**.** **Trainee – On the Job**   November 3, 2010 – January 10, 2011 |
| * **Al Arabia Press and Media LLC (& I- Media LLC)**

 **HR Assistant** Abu Dhabi, UAE April 22, 2012 – November 29, 2012 | * **Pudadera Accounting And Associates**

**Accounting Staff – Part Time**PhilippinesJune 4, 2009 – October 31, 2010 |
| * **Shopping Center Management Corporation**

 **Accounting Assistant**  Philippines June 6 – November 26, 2011  | * **Ebrada’s Enterprise**

**Secretary (Part time)**PhilippinesJune 1, 2007 – April 28, 2009 |

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| **WORK EXPERIENCE DETAILS:** | **Job Description:** |
| **Company:*** **KEPCO Engineering & Construction Co., Inc**

Barakah Nuclear Power Plant ProjectPosition:**Administator**Location:Ruwais, Abu Dhabi, UAEService:January 20, 2013 – present | * Daily Report of Manpower Status
* Update and Maintain Telephone Directories and Employee File
* Petty Cash Management
* Liaise with suppliers for quotation & LPO
* Track, monitor, organize Travel & Vacation Records
* Update and Maintain Expense Records
* Coordinate with Abu Dhabi branch Office for transactions
* Prepare cash receipts and payment vouchers
* Maintain and Procure Supplies & its inventory
* Office cleanliness & orderliness inspection
* Prepare Timesheets & salary sheets of Third Country Nationalities
* Check & update Driver’s records, car inspection reports, etc.
* Prepare Transportation Schedules & Guest House Accommodation
* End of the month food & fuel records
* Abu Dhabi Office Expense related to Site office report checking
* Post Job Vacancies as per occurrence
* Conduct Telephone Interview of Applicants
* Make Templates and Forms for Site Office use as needed
* Memo Management on Document Control
* Process request from Korea Head Office (meetings, reports, documentations, updates)
* Proofreading of documents of staff as per request
* Perform other administrative work as instructed
 |
| **Company:****Al Arabia Press and Media LLC (& I-Media LLC)**Position:**HR Assistant**Location:Abu Dhabi, UAEService:April 22, 2012 – November 29, 2012 | * Management of leaves, days in lieu and business trips
* Entry of leaves to ATiMS (Attendance & Time Management Software)
* Maintenance of Leave Sheet
* Documentation, filing and sorting of documents
* Travel ticket reservation, booking & encashment processing
* Medical insurance addition, deletion and claims processing and logging
* Attendance Reports Generating
* Follow up and aids to employee request
* Assist in preparation of salary, bank transfer, employment and other certificates
* Follow-up with new Employees for pending documents.
* Prepare the required documents/forms for the new Employee
* Employee’s data management, sorting, updating and filing
* Maintain all confidential information related to Employees
 |
| Company:**Shopping Center Management Corp**.Position:**Accounting Assistant** Service:June 6, 2011 – November 26, 2011 | * Recording daily sales transactions of 155 tenants of the biggest shopping mall in the Philippines.
* Prepares weekly sales report and send it to Head Office.
* Audits the Certified Monthly Sales Reports of tenants.
* Bills tenants according to their corresponding sales based rent agreement.
* Updates and maintains accounting records.
* Receives and checks manual sales invoices.
* Collects and assesses tax forms of tenants to be remitted to revenue department.
* Receive calls as well as communicate with customers inquiries.
* Transfer to other branches as requested by head office in order to meet deadlines
 |
| Company:Home Development Mutual Fund – Position:Trainee – On the Job PhilippinesService:November 3, 2010 – January 10, 2011 | Loans and Accounting DivisionRegional Office VI* Sorting and Filing of documents
* Manual entry of members’ records
* Office management
* Receive calls to be transmitted to assigned person
* Manage schedules and meetings
* Organize charity events program
* Prepare supplies requisition forms
 |
| CompanyPudadera Accounting And AssociatesPosition:Accounting Staff – Part TimeService:June 4, 2009 – Oct. 31, 2010 | * Entering financial transactions into the system
* Bookkeeping
* Prepare reports
* Audit accounting reports of companies
* Prepare audit reports
* Notes inconsistencies in financial statements
* Checks manual invoices and details
* Analysis of sales reports
 |
| Company:Ebrada’s EnterprisePosition:Secretary (Part time)PhilippinesService: June 1, 2007 – April 28, 2009 | * Receive and make outgoing calls to customers/clients
* Meet and greets customers and potential customers
* Record meetings and appointments
* Manage schedules and meetings
* Follow up purchases and receivables
* Send mails, emails and invitations
* Prepare reports
* Serve coffees and snacks to visitors
* Prepare advertising materials for the company
 |

**EDUCATIONAL BACKGROUND:**

Course Graduated: **Bachelor of Science in Management Accounting**

 Central Philippine University

 Philippines

 \*SM Foundation, Inc (SMFI) - **Scholar**

 Year Graduated: April 10, 2011

High School: Pavia National High School

 Pavia, Iloilo, Philippines

 With Honors

Year Graduated: April 3, 2007

Elementary: Pavia Pilot Elementary School

 Pavia, Iloilo, Philippines

 With Honors

Year Graduated: March 28, 2003

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 **Gulfjobseeker.com CV No:** **1521048**