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**Gulfjobseeker.com CV No:259637**

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**Position Applied: OFFICE STAFF**

**Professional Qualification Summary:**

Detailed oriented and organized with strong problem skills and exemplary attention to details. Experienced in accounting operations, designing procedures and maintaining sound internal control. Skilled in effective time management and has knowledge in manually and electronic based accounting system.

**Core of Expertise:**

* SAP
* Invoice processing
* Identifying different proforma entries
* Book keeping
* Strong Communication Skills
* Operations Management / Leadership
* Documentation / Recording

**Professional Experience:**

**Accounting Staff**

**PEOPLES DISTRIBUTION SYSTEM CORPORATION**

April 2015-November 2015

**Duties & Responsibilities:**

* Process and create sales invoice in booking and ex-truck sales order transaction
* Process credit invoices such as sales return of good and bad order
* Do manual inventory count of inventories
* Generate report and record all transaction and issue receipt
* Responsible in regular reconciliation of salesman overs and shortages
* Preparing cycle count issue
* Responsible in monitoring and sending daily trackers and warehouse invoices in Head Office
* Ability to determine work priorities, assign work and review work for quality and meet with the expectation

**Secretary**

**Private Office**

PHILIPPINES

July 30 2010- June 02, 2011

**Duties & Responsibilities:**

* Maintain rapport with costumers and managers by giving anddeveloping good service
* Record transactions and file documents
* File quarterly and annual payments of SSS and BIR of clients
* Provide listing of schedules with the client and superiors

**Promoter/ Team Leader**

**UNILIVER**

PHILIPPINES

March 2008-October 2009

**Duties & Responsibilities:**

* Aid on customer needs and provide satisfaction
* Provide reports and documentation
* Oversee the duties of samplers and divide each ones tasks
* Give sample products and freebies to customers

**Awards Receive:**

Dean’s List – Ateneo de Naga University

1st Honorable Mention – Sabang National High School

5th Honorable Mention – Sabang Elementary School

**School /Community Organization**

* Naga City Scholars Guild
* Junior Public Institute of Accountants

**Education:**

COURSE: Bachelor of Science in Business Administration 2015

MAJOR in Financial Accounting

ATENEO DE NAGA UNIVERSITY

Naga City

SABANG NATIONAL HIGH SCHOOL 2006

Naga City



**Personal Data:**

Name: Vanessa Blanca O. Armea

Birthdate: December 11, 1989

Civil Status: Single