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**OBJECTIVE:**

A hardworking and dedicated individual who enjoys challenges of busy work environment and to find a career wherein I’ll be able to share and enhance the skills I have learned in my previous work experience

**KEY STRENGTH**

* Proficient in using E-Promis and Tally accounting Software (Financial Accounting)
* Well-Versed in MS Office Applications(Microsoft Office, Excel, Outlook & PowerPoint)
* Determined, organized, committed to professional development
* Well versed with Jafza and DMCC Dubai Trade Portal and rules & regulations
* Attention to detail, Adapt well to changes & pressures in the workplace
* Good record maintenance skills, Secretarial and Office Administration

**PROFESSIONAL EXPERIENCE**

**HR/Admin Executive cum Accounts Assistant**

**24th December 2012 – 17th December 2015**

**Mineral Trade Group FZE – Archean Group**

**JLT, UAE**

* Responsible for overseeing all administrative support & office services for the company and the day to day operation of the office
* Answers correspondence through emails, attending telephone calls, handling issues and respond to requests of information or refer the matter to the appropriate department.
* Maintain HR records by maintaining employees personal file both in hard copy and electronically, offer letter, employment contract, tracking vacation & sick leave and organizing staff travel arrangement
* Prepare all HR certificates, circulars, memos, reports, employee turnover, absenteeism and other employee-related aspects.
* Consult with practice managers regarding with employee turnover, absenteeism, changes in work settings and other employee related aspects.
* Monitors documents that need to be signed/routed to various personnel.
* Responsible for supervision of all IT equipment such as laptops, desktop computers, mobile phones, printers & coordinate with IT maintenance for IT concerns.
* Liaise with India Head office for arranging visa, travels arrangements etc.
* Checked agreements when car return (date return, fuel, km)traffic fines and Salik
* Liaise IT related cases to IT Technicians for any modification/trouble shooting issues
* Ensure all visa, labour permits, and licenses are up to date
* Managing independently for all employees visa processing, visa renewals, visa cancellation, processing, submission, coordination, collection and approvals in DMCC /Jafza immigration
* Handle online request through Jafza/DMCC Portal, renewal of DMCC Trade License, Jafza Trade License & Lease Renewal &Access Cards
* Arranged hotel accommodation of the guest, visa arrangement, car rentals etc
* Managing petty cash transaction, office purchasing supplies, office pantry &stationery requests, prepares expenses report, Dewa and monthly telephone bills
* Act as EVP’s Personal Assistant, handling his personal & business travel, scheduling meetings & appointments, travel expense, hotel arrangements, travel insurance, credit card payment, int’l visa renewal such as Schengen visa, South Africa, Morocco, Turkey etc
* Handles sensitive and confidential documents from the company.
* Maintain the record of vehicles regarding the service & maintenance schedule date
* In charge for the renewal of all insurance such as motors, heavy equipment, vehicle, group medical insurance, workmen compensation &3rd party liability (DMCC/Jafza)
* Well versed with complete procedure of leasing, renewing and documentation required for leasing residential units.
* Passing Journal entries for sales, purchase and other expense invoice and cash book entries, cheque issued & preparing payment voucher
* Enters, updates, and/or retrieves accounting data from automated systems.
* Posts financial data to appropriate accounts in an automated accounting system, according to instructions
* Handled all activities in accounts payable and receivables
* Processed all invoices, request for payment, handling and writing cheques for payment and doing bank reconciliation

**Executive Secretary cum Accounts**

**17th March 2011 – 4thDecember 2012**

**URBAN VISION (Planners.Architects.Consultant)**

* Performed general office duties, administrative, secretarial and accounting task.
* Handling day-to-day general correspondences like letters, faxes, phone calls, emails
* Preparing staff agreement, memos, circular, reports & other admin &Acctg task.
* Preparing regular monthly payments such as LMRA, GOSI, EWA, Telephone Bills
* Handled all activities in accounts payable & accounts receivables.
* Monitoring clients account details for non-payments, delayed payments & other irregularities.
* Prepares quotation, invoices & receipt, Follow up the clients regarding the payment/status.
* Developed a highly effective system for tracking the budget & petty cash.
* Responsible in updating collectibles for Infrastructure and Architectural project, monitoring individual accounts.
* Scheduled client appointments & maintained up to date confidential client files.
* Prepares Fees Proposal, client appointing & acceptance letter for client and responsible in updating list of project.
* Updating clients/contractors file & individual account.
* Responsible for setting up documents control files for engineers & contractor and

responsible of receiving, logging, filing & monitoring engineers/contractors document.

* Maintaining & updating database and also the manual filings for infrastructure and architectural projects.
* Ensure that all internally prepared drawings, hard copies & electronic messages are properly logged into the document control system and logged with the appropriate transmittal.
* Ensure that all documentation & drawings are appropriate & at the correct revision.
* Coordinate with engineers & architects regarding the discrepancy of the drawing and other related documents and the status of the project.

**Secretary cum Accounts Assistant**

**28th July 2009 till 15th March 2011**

**UNITED COMMERCIAL AGENCIES W.L.L. (UCA GROUP)**

* Leading efforts across handling appointments, schedules of various meeting and information, making travel arrangements as required.
* Keeping/Handling important files for the Director and Chairman
* Handling day-to-day general correspondences like letters, faxes, Emails etc. and efficiently managing proper and accurate records of incoming/ outgoing communications and confidential files.
* Assisted accounts receivables staff & accounts payable supervisor when required.
* Preparing daily payment report, payment voucher and Journal Voucher.
* Handled accounts receivables.
* Ability to work with accounting software like e-Promis.
* In charge of preparing and checking cheques for payments.
* Responsible in updating vendor files and handling activities in accounts receivables.
* Ensure the availability of funds with the accountant before issuing cheques.
* Check balances in ledgers and various transaction accounts.
* Efficiently managed every accounting tasks handled over by team Manager.
* Prepared & maintain various supporting documents like bills, invoices, purchase order, receipts and bills payable.
* Receive invoices from vendors, get them sanctioned and arrange for payments through cheque or bank transfer.
* Reporting to the Executive Director & Chairman, All day to day Secretarial work, Co-Ordinate with other department like Sales Team, Purchase, Store, Service Center, Accounts, Electronics and Energy Divisions.
* Correspondence, Quotation, Purchase Bills Entry, Monthly Stock Status Report, import purchase, Daily Delivery & Complaint Report, Follow up with Clients and Co-ordinate with Factory and all related day to day work.
* Making travel arrangements, hotel booking &preparing documents for applying visa
* Sending emails and inquiries to different countries related to our product.

**Accounting Clerk/Admin. Assistant**

**20th September 2004 till 24st July 2009**

**QUEDAN AND RURAL CREDIT GUARANTEE CORPORATION**

* Prepares Loan Index, Prepares monthly reports on purchase of office supplies.
* Prepares Statement of Account, Loan Releases & submits inventory of TR.
* Prepares/consolidates Monthly collection reports.
* Prepares Demand Letters for In-arrears and Past due Account.
* Refers/endorses problematic accounts to the Remedial Accounts Officer.
* Monitors Collection of Trade Receivables- Current Accounts.
* Prepares monthly amortization & computed payments and Outstanding Loan bal.
* Performs collection using Provisional Receipts on an exceptional basis when the

borrower is unable to pay directly to the cashier.

* Evaluation of payments for those agencies who wants to avail/claim their incentives.
* Monitors/processes leave credit balances on the application for Leave of Absence and leave card of employees.
* Prepares report on consolidated on field office purchases/availments of services.
* Prepares monthly report on telephone, internet, water, fuel and electricity.

Coordinates and reconcile reports with accounts department.

**EDUCATION & CREDENTIALS**

* **Bachelor of Business Administration,** 2002, SSPSC, Philippines
* **High School,** 1999, Jacinto P. Elpa Nat’l High School, Philippines

**PERSONAL DETAILS**

Date of Birth : June 16, 1982

Marital status : Single

Languages : English & Tagalog