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**CAREER OBJECTIVE**

To be broaden my knowledge within stimulating and challenging work for a progressive organization, To enhance my working capabilities.

**PERSONAL DATA:**

Date of Birth: June 19,1992

Gender: Male

Weight: 58Kl

Height: 5’6

Civil Status: Single

**OTHER SKILLS & ABILITIES:**

* Able to get along with co-workers and accept supervision. Received positive evaluations from previous supervisors.
* Willing to try new things and interested in improving efficiency on assigned tasks.
* Concerned with quality. Produce work that is orderly and attractive. Ensure tasks are completed correctly and on time.
* Ability to communicate clearly and effectively.
* Ability to work effectively as a member of multi-disciplinary teams.
* Skilled at using computers, photocopy machine, fax and scanners.
* Works well with others, supportive, motivates others, shares credit, cooperates, delegates effectively, understand feelings, self-confident, and accepts responsibility. Handles details, coordinates tasks, punctual, meets deadlines, and sets goals and multi-tasks.
* Detailed knowledge in Microsoft office, such as word, excel, PowerPoint.

**WORKING EXPERIENCE:**

*Company:* **AMERICAN DATA EXCHANGE CORPORATION**

*Designation:* Business Process Associate (Data Encoder)

*Year*: April 2015 to January 2016

*Duties and responsibilities:*

* + Processing of Accounts Payable documents in image capturing devices.
  + Processing of invoices in document management.
  + Processing of invoices raised against Purchase order.
  + Processing of standard invoice and credit notes.
  + Attending query mails and actioning them.
  + Preparing and updating of process notes on periodical basis.
  + Be able to identify opportunity for, and implement process improvements.

*Company:* **HMR PHIL.**

*Designation:* Human Resource Assistant

*Year:* April 2013 to April 2015

*Duties and responsibilities:*

* Substantiates applicant’s skills by administering and scoring test.
* Schedules examination by coordinating appointments.
* Welcomes new employee to the organization by conducting orientation.
* Provides payroll information by collecting time and attendance and records.
* Submits employee data reports by assembling, preparing, and analyzing data.
* Maintain employee information by entering and updating employment and status-change data.

**EDUCATIONAL BACKGROUND:**

**2008 - 2013:** PAMANTASAN LUNGSOD NG MUNTINLUPA ( PLMUN )

Bachelor of Science Major in Psychology

NBP. Reservation, Poblacion Muntinlupa City

**2004 – 2008:** MUNTINLUPA BUSINESS HIGH SCHOOL

Buli Muntinlupa City

**1998 – 2004:** CUPANG ELEMENTARY SCHOOL

Cupang Muntinlupa City