VANESSA 

Email address:   [Vanessa.266479@2freemail.com](mailto:Vanessa.266479@2freemail.com)

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VISION: Be a part of Company’s Success. Learning, sharing and growing as an individual with others.

MISSION: To be in a company where I can impart my knowledge and be of help to other people.

SUMMARY OF WORK EXPERIENCE:

1. Administrative function- End to end coordination of trainings, sending invites, blocking calendar etc. organizing events
2. Procurement function- Budgeting, Costing, Handling Invoices
3. Logistics and Follow-up
4. Maintenance of Filing Systems
5. Coordinating with the team to prepare and Compile the Presentation Slides for the training manuals
6. Know how to use MS Office application system in back office support environment
7. Management of PDCs, Receipt and acknowledgement of PDCs, Process Clearing in ICCS machine Mark Returns, Retrieve loan related cancelled and closed a/c cheques Balance cheques periodically, Data entry and checking, Retrieval for Clearing presentation ,Financial Posting, Maintain records of related papers/reports,Represent unpaid loan cheques for outward clearing, Filing loan related returned cheques, Handling of returned cheques
8. Payroll Case Management
9. Credit and Collection officer
10. Customer Service

EMPLOYMENT HISTORY:

October 2013 to February 2016

MASHREQ BANK

HR Learning Training Administrator

Dubai Outsource Zone, INJAZ

Job Description:

* Responsible for the coordination of employee training programs.
* Consults with management regarding training needs of the organization, coordinates with outside vendors, ensures availability of all training materials and ensures that all employees are aware of training requirements.
* Assists in other administrative and budgeting tasks associated with training programs.
* Carried out any other work as assigned including procurement and logistics.

April 2013 to August 2013

FINESSE TECHNOLOGY TRADING LLC

External Consultant for Mashreq bank CPC Maker

& HR Learning Support Staff

Job Description:

* Admin Support Staff (Mashreq Learning Systems)
* Procurement duties and responsibilities / Scanning processing Invoices (Oracle)
* Preparing Attendance Sheet / Training Calendar / Training Pool
* Sending out training invitation
* Manage fillings and mail schedule , sending certificates

Job Description:

* Maker (Cheque Payment Center - Operations Department)
* Management of PDCs
* Receipt and acknowledgement of PDCs  Process Clearing in ICCS machine
* Mark Returns (Osool only) Retrieve loan related cancelled and closed a/c cheques
* Balance cheques periodically  Data entry and checking, Retrieval for Clearing presentation,Financial Posting
* Maintain records of related papers/reports
* Represent unpaid loan cheques for outward clearing  Filing loan related returned cheques
* Handling of returned cheques

November 17, 2010 – IBM Business Services Inc.

March 06, 2013 CASE MANAGEMENT PRACTITIONER (PAYROLL)

4th Floor UP North Science & Technology Park

Quezon City 1121 Philippines

June 02, 2009 - NEW HASTE TRAVEL

November 2010 SALES MANAGER

EDSA, Mandaluyong City Philippines

August 17, 2008 - ABN AMRO BANK / ROYAL BANK OF SCOTLAND

April 08, 2009  CREDIT AND COLLECTION OFFICER

Dubai Outsource Zone

March 04, 2008 - IMTAC TECHNOLOGIES

August2008 RECEPTIONIST / TECHNICAL SUPPORT STAFF

Dubai, UAE

STRENGTHS:

* Excellent organizational skills
* Proficient in MS office (MS Word, MS Excel, MS PowerPoint, MS Outlook etc)
* Positive Attitude
* Quick learner and an analytical thinker
* Strong verbal, writing and listening communications skills
* Research and documentation skills
* Presentation skills
* Team player
* Committed professional towards the work
* Good in administration & back office support
* Proficient experience in interacting with the individuals
* Good in customer handling

EDUCATION:

1996-2000

COURSE/DEGREE:   BACHELOR IN TOURISM

POLYTECHNIC UNIVERSITY OF THE PHILIPPINES

Sta. Mesa, Manila, Philippines

PERSONAL DATA :

Age                  : 36

Birth Date        : April 13, 1979

Civil Status     : Single

Citizenship     : Filipino

Height             : 5'5