**First Name of Application CV No 1644660**

Whatsapp Mobile: +971504753686



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Highly successful, with 8 years various experience in Admin Assistant, Customer Service, Secretary and Accounting.

To work in a fast paced & challenging environment that provides growth and learning, where I can use my skills in the best possible way for achieving organizational goals.

A R E A S O F E X P E R T I S E:

|  |  |
| --- | --- |
| **Administrative & Secretarial** | Executive Office Support, Front Office Operations.Project Lead: Team coordination, schedules, task assignments, and project follow-up Administrative Support. Responsible for the collection and distribution of mail, faxes, filing and day-to-day general administration duties. Handle department needs in coordination with other functions in an organized manner |
| **Accounting** | Making outstanding detail & follow- up. Maintain Inventory Record on Computer. Entries of cash Book, Sales Bills & Purchase Bills etc. Making Cheques for parties. General A/c related work such as preparation of vouchers, record Keeping and accounting transactions. Generating Sales Invoices. Client & Vendor Interaction & making follow-up for Payments. |
| **Customer Service** | The ability to identify and satisfy the needs of internal and external customers, displaying commitment to meeting and exceeding their expectations |
| **Strengths** |  Ability to communicate orally with all types of individuals in variety of situations and keep accurate up to date records. Ability to clearly explain policies, procedures and regulations. Profound ability to provide direction to other clerical personnel. Strong ability to work with a variety of people. |
| **Technical Tools** | Operating systems: Windows98, Windows2000, Windows ME, Windows XP, Windows Vista.Graphic Tools: Adobe Photoshop, Photos cape, Paint./ Accounting System: QuickBooks, Focus, SAPOffice Package: Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft Power Point, Microsoft Outlook Express,PC reformat basic troubleshooting and 46 words per minute in typing. |

E M P L O Y M E N T H I S T O R Y

**Script 2010 Inc** I **Philippines** I **Admin and Billing Coordinator I April 2008– March 2016**

* Responsible in preparing Request for Payment (RFP) for van rental suppliers every month
* Encoding trip tickets for every supplier every day**.** Preparing of Monthly Utilization report month
* Encoding Fuel Consumption usage using Vehicle Monitoring System
* Monitoring of trips every supplier. Data encoding in the procurement department
* Preparing Monthly Accruals for vehicle and fuel usage**.** Responsible for the proper filling of documents
* Handles inter-office paper work errands for other departments.
* Computing the monthly billing of Transportation Services
* Reviewed charge documents for accuracy as well as corrected errors, return documents to source or enter missing data.
* Maintained control of input documents by properly following batch control procedures.
* Efficiently and accurately recorded financial and related data.
* Informing team leader about unusual situations affecting productivity, accuracy, and efficiency of data flow
* Acquire periodic customer reports to determine billing issues. Perform bookkeeping activities such as invoice preparation
* Determine the bill owed to the company by customers .Solicit payments from customer through telephone calls and personal meetings
* Update customers’ information in the database .Research billing problems and proactively resolve them
* Chart out payment plans in accordance to the company’s policies
* Monthly preparation of reconciliation statements (debtors and creditors)
* Supervise the whole range of accounts Payable and Receivable. Check Monthly Bank Reconciliation Statements of all bank accounts.
* Disputing wrong charges and requesting supporting documents and follow up till matter solved
* Forwarding cleared invoices to billing team for charging clients and preparing payment orders
* Informing Suppliers what are the necessary documents to bring before submitting all the Invoices that the company had transacted with.
* Giving copies of the received invoices to the accountant for preparation of payment orders.

E D U C A T I O N

Year SCHOOL COURSE

2008 Philippine Christian University Bachelor of Commercial Science Major in Computer Science

T R A I N I N G

SAP Introduction GMA Network Inc. November 2015

B A S I C P R O F I L E

* Desired Position: Secretary I Admin Asst I Accounts I Sales Coordinator
* Age: 30 years old
* Sex: Male
* Status: Single