**First Name of Application CV No 1646208**

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***PROFESSIONAL EXPERIENCE***

* **Quality Controller / Checker (Logistics Department)**

**MARKAVIP General Trading L.L.C.**

**Dubai Investments Park, Dubai, United Arab Emirates**

**November 02, 2014 to March 28,2016**

* Inspect,check, or test product for conformance to specification.
* Discard or reject products not meeting specifications on all categories such as apparels,household items,watches,shoes,electronics and the like.
* Receive all passed items in the oracle system and make discrepancy report if any.
* Handles different campaigns , Purchase Orders and records.
* Most of the time,assign a multi-tasking job like doing inventories,packing orders and shipping.

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| * **Restaurant Manager Cum Accountant**

**Sitio Oriente 2 Bar, Restaurant and Catering Services** **San Sebastian, Tarlac City, Philippines** **February 26, 2012 to September 7, 2014*** Handles the over-all needs of the store.From its product, product inventory, services, manpower, purchasing and sales.
* Submits work plan to the General Manager on a weekly basis.
* In-charge on personnel hiring to training and evaluating them actual during operation.
* Prepares payroll for the employees and do necessary deductions for SSS, Philhealth etc., and computes incentives.
* Pays government bills like SSS, Philhealth , BIR and City Taxes.
* Prepares the accounts payable and accounts receivable aging reports.
 |  * Attends directly to our client’s inquiry on catering services, store’s latest promo, events and future projects.
* Manages caterings, functions and any other related duties.
* Thinks on the cost-effective marketing and strategies on how to reach our daily sales targets.
* Prepares monthly presentation of the company’s financial report for the General Manager.
* Prepares other administrative duties and attending to other duties from time to time.
 |
| * **Accountant/Sales Head**

**Herjannez Enterprise (Accredited Agency of Innove Communications, Inc. Subsidiary of Globe Telecom, Inc.) Tarlac City, Philippines****May 16,2010 to February 15,2012*** Process all receipts and disbursements.
* Process the payroll, government contribution and Taxes payments.
* Approves petty cash vouchers and purchase requisition for goods and services.
* Maintain and reconcile the General Ledger monthly.
* Prepares Financial Reports.
* Prepare weekly aging of payables.
* Review the Petty Cash Fund.
* Reconciles the Bank Accounts.
* Do the income Audit.
* Reconciles the statement of credit card deposits.
* Prepares weekly cash position report.
* Prepares weekly collection report.
* Process Statements of Accounts
 | * Deploys sales agent per area of assignment.
* Assists sales agent on how to increase productivity by giving them proper training together with the Territory Sales Head and hands-on field work.
* Checks daily applications and encode them into the system and transmit online to the Order Management for installation the following day.
* Inquires status report of each transmitted application to Order Management through online.
* Coordinates to the Installation Team for any discrepancy report held during the day.
* Checks new Facilities, Distribution Points and Nodes on the system as basis of deployment plan to agent.
* Prepares monthly sales performance per agent for Territory Sales Head and present solutions for the misses and lapses incurred by each agent.
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| * **Business Development Officer**

**Garbes & Garbes Trading Corporation (Globe Telecom, Inc.)****Tarlac City, Philippines****November 22, 2008 to May 15, 2010*** Researches the market for identifying new business opportunities and determine cross-selling opportunities among different clients.
* Develops business proposal for new and existing client.
* Does company’s branding and communication activities such as press releases, advertisements and marketing collaterals to different barangays, towns and school campuses.
* Responsible on the recruitment of manpower and provides necessary training for them.
 | * Handles minimum of 70 manpower for deployment of Campus Connect and Direct To Subscribers (DTS) executions for 10 days straight.
* Prepares payroll for the agent.
* Does billing invoices for all the programs right after each executions.
* Reports directly to the Operations Manager the number of activations produced after every program.
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| * **Promo Coordinator**

**Garbes & Garbes Trading Corporation (Globe Telecom, Inc.)****Tarlac City, Philippines****October 15,2007 to November 15,2008*** Outlet to outlet form of advertisement.
* Trains Promo Specialists on the cascade of the new products and services offered by Globe Telecom with complete instructional materials and brochures and send them on field for outlet visit.
* Disseminates latest promos to the outlet.
* Does weekly itinerary for the Promo Specialists.
 | * Checks report of the Promo Specialists and submit them daily to the Sales Director.
* Develop strong customer relationships in order to generate high volume of prospective clients by giving them support like complete advertising materials on their outlet and G-cash incentives.
* Prepares billing invoices to Globe Telecom
 |
| * **Travel Agent / Bookkeeper**

**Delamar Travel and Tours****Zamora St. San Roque,Tarlac City,Philippines****January 3,2005 to July 31,2007*** Converse with customer to determine destination, mode of transportation, travel dates, financial considerations and accommodations required.
* Book transportation and hotel reservation. And collect payment afterwards.
* Quote package tours costs.
* Arrange and sell itinerary tour packages and promotional travel incentives.
 | * Provides customer with brochures and publications containing travel information.
* Consolidates sales and other financial reports.
* Prepares weekly Cash Flow report to guide the management on the company flow of earnings and spending.
* Prepares tax reports and monthly invoice statements.
* Handles various payroll duties.
 |
| * **Operations Manager / Registrar / Bookkeeper**

**Delamar Institute of Technology, Inc.****O/A Institute of Canadian International Training and Education (ICITE) Phils.** **Zamora St. San Roque, Tarlac City, Philippines****September 6,2004 to July 31,2007*****As Operations Manager*** * Improves the operational systems and policies in support of organizations mission, support better management, reporting, information flow and management, business process and organizational planning.
* Oversees over all financial management, planning, systems and control.
* Generates decision making on all department

***As Registrar*** * Supervises all administrative and operational functions of the office.
* Ensures the accuracy and integrity of all academic records of current and former students.
* Facilitates registration and enrollment to students.
* Secures students data files and records.
 | * Secures students data files and records.
* Processes commencement ceremonies and Official Transcript of Records and diplomas and submit to TESDA for Certification, Authentication and Verification.

***As Bookkeeper*** * Handles various payroll duties.
* Sends cash, checks and other forms of payment to the bank.
* Tracks and oversees overdue accounts of students.
* Maintains an entire company’s book and update accounting records.
* Does tax report and receives to Bureau of Internal Revenue for payment.
* Processes Government Bills like SSS, Philhealth and City Taxes.
 |
| * **Issuing Clerk / Data Encoder / Purchasing Clerk/**

**Inventory Clerk / Accounting Clerk** EZ – Supermarket- F. Tanedo BranchCindys Complex, Tarlac City, PhilippinesApril 17,2002 to September 4,2004* Monitors stock on the warehouse, physical inventory count and on system database and verifies the variances if any.
* Determines stocks in and out from the warehouse to selling area on the basis of Stocks Requisition Form signed and approved by the Selling Area Manager.
 | * Informs Warehouse Manager for the out of stocks goods and report not so moving items.
* Performs any combination of calculating, posting, encoding, purchasing inventory management and maintains accounting records.
* Computes vouchers, invoices, checks, account statement, reports and other records.
* Coordinates with the suppliers and reconciles their statement of account and billing invoices.
* Participates in the semi-annual physical inventory.
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| **EDUCATION****COLLEGE** **Bachelor of Science in Business Administration****Major in Financial and Managerial Accounting**  College of Business and Accountancy Tarlac State University Tarlac City, PhilippinesJune 1998 to March 26,2002**HIGH SCHOOL** Class Valedictorian, Batch 1997-1998 Alvindia-Aguso National High SchoolAguso, Tarlac City,Philippines June 1994 to March 1998**ELEMENTARY** Class Salutatorian, Batch 1993-1994 Alvindia-Aguso Central Elementary School Aguso, Tarlac City, Philippines June 1988 to March 1994 | **AWARDS AND CITATIONS*** University Full Scholar, 1998 -1999
* Barangay Scholar
* Consistent Honor Student from Elementary to High School
* Centennial Medal of Recognition for Academic Excellence,1998
* Philippine Senate Gold Medal Awardee,1998
* Leadership Awardee,1994-98
* Jose Rizal Centennial Recognition Awarded by OLRA College Foundation
* CAT Administrative Officer (Corps S1)
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| **SKILLS*** Experience in sales, warehousing,accounting and administrative works and managing business.
* Extensive skills in negotiations, sales promotions and press relations.
* Experience in handling manpower.
* Experience in leading and managing teams.
* Computer Literate
* Creative and Hardworking
* Has a good command of both spoken and written English.
* Exemplary Scholastic standing.
* 3 Times Awarded as Best Employee of Markavip.
 | **PERSONAL DATA**Date of Birth : March 21, 1981Gender: FemaleHeight: 5’3 1/2”Weight: 62 kilosNationality: FilipinoCivil Status: MarriedLanguages Spoken: English and Filipino |
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