**First Name of Application CV No 1646208**

Whatsapp Mobile: +971504753686



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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. |
| * **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. |
| * **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 Branch  Cindys Complex, Tarlac City, Philippines  April 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. |
| **EDUCATION**  **COLLEGE**  **Bachelor of Science in Business Administration**  **Major in Financial and Managerial Accounting**  College of Business and Accountancy  Tarlac State University  Tarlac City, Philippines  June 1998 to March 26,2002  **HIGH SCHOOL** Class Valedictorian, Batch 1997-1998  Alvindia-Aguso National High School  Aguso, 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) |
| **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, 1981  Gender: Female  Height: 5’3 1/2”  Weight: 62 kilos  Nationality: Filipino  Civil Status: Married  Languages Spoken: English and Filipino |
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