**First Name of Application CV No:** **1650870**

Whatsapp Mobile: +971504753686



**Objective:**

To increased my knowledge, experience and capacities within a company, in order to grow better person and professional.

**Educational Background:**

Tertiary

**Bachelor of Science in Business Administration**

**Major in Human Resource Development Management**

Polytechnic University of the Philippines

**Working Experience:**

Company: **Sher Ahmed Scaffolding TR LLC**

Position: **Accountant**

Date: Dec. 8, 2015 – March 15, 2016

**Responsibilities:**

* Prepare and verify daily reports
* Prepare daily income/sales and prepare daily journal entry
* Monitor credit accounts
* Follow up rent materials and monitor monthly rent
* Inputting all daily transaction in Tally
* Prepare authorized refund vouchers
* Compile monthly reports
* Monitor daily transaction of the branch
* Maintain returned check account
* Monitor of loading and unloading of Materials.
* Inventory of Materials, purchase and delivery.
* Prepare monthly balance sheet schedules
* Making invoices, delivery note and other important documents
* Responsible on filling of documents

Company: **Radiowealth Finance Company Inc.**

Position: **Administrative Officer**

Date: May 22,2015 – Sept. 1,2015

**Responsibilities:**

* supervise and coordinate activities of staff
* interview job applicants
* preparing marketing and sales planning
* doing sales and collection report
* handle cash and check collection of the branch
* monitor and responsible of petty cash fund
* preparing ledger and monitor accounts
* conduct orientation programs for new employees
* involved in staff training and development, preparation of job descriptions, staff assessments and promotions
* processing of permits and other documentations in the government agencies
* maintain management information systems (manual or computerized)
* Locate suitable business premises and negotiate reasonable leasing agreements • provide and maintain business premises and other facilities.
* review and answer correspondence with the client
* provide secretarial or executive services

Company: **Radiowealth Finance Company Inc.**

Position: **Office Clerk**

Date: Aug. 25, 2013 – May 22,2015

**Responsibilities:**

**1. Operation Support:**

* Handles loan inquiries, Receives, evaluates and conducts initial interview of walk-in customer/ clients (maximum-15 mins)
* Ensures the regular deposit of cash and check collections, maintain proper cash handling in terms of disbursement and liquidation, implement the online Accounting System, ensures that all transaction are properly approved, clarified and encoded, ensures the daily recording and transmittal of data transfer to head offices as well the daily update of transaction in the branch.
* Prepares contract and other precautionary papers needed for processing loan applications.
* Request for quotation of Insurance.
* Computes for the monthly Instalment.
* Prepares notice of credit decisions and relays to the Branch Managers who communicate approval/ disapproval of loan application to client. (Agents/Dealer)
* Issues and encodes Post-dated Check Acknowledgement Receipt for those with PDC’s and coordinates with the Branch Manager.

**2. Documentation:**

* Facilities and ensures completeness of loan contracts and other necessary documents.
* Transmits Complete set of loan Documents for loan proceeds.
* Maintain accurate and systematic records management for easy retrieval.
* Assist in preparation of client’s files folders.
* Prepares inventory records of all accountable and non-accountable forms and other pertinent documents.
* Timely Submission of documents and Report.

**3. Administrative Functions:**

* Assist in the recruitment of at least four (4) coordinators in a week.
* Establishes and maintains good relationship with walk-in-agents and clients.
* Assist in the training and orientation of newly Hired Loans Clerk.
* Performs any other functions assigned from time to time.

**Personal Information:**

Age : 26 yrs old

Nationality : Filipino

Birthday : July 22, 1989

Height : 5’5

Weight : 68 klg

Civil Status : Single

* **Training and Seminar Attended:**

Team Building Seminar

Quality Management Seminar

Environmental Management Seminar

Six Sigma Seminar

Labor Law Seminar

Personality Development Seminar