**Position Applied for:** **EXECUTIVE SECRETARY/ PERSONAL ASSISTANT/ADMIN SECRETARY CUM**

**ACCOUNTS/ADMIN CUM RECEPTIONIST**

**----------------------------------------------------------------------------------------------------**

**CAREER OBJECTIVE:**

Seeking for a position that commensurate to my qualifications.

**EDUCATIONAL ATTAINMENT**:

|  |  |  |
| --- | --- | --- |
| Tertiary | 2002-2006 | Bicol University Polangui Campus |
|  |  | Bachelor of Science in Practical Arts Education |
|  |  | Major in Practical Arts |
|  |  | Polangui, Albay |
| Secondary | 1998-2002 | Polangui General Comprehensive High School |
|  |  | Polangui, Albay |
| Primary | 1992-1998 | Polangui South Central Elementary School |
|  |  | Polangui, Albay |

**WORK EXPERIENCE**:

**June 24, 2014 up to present**

**Executive Secretary**

**Foodstuff Co. LLC**

**(Foodco Holding PSJC)**

**Abu Dhabi, UAE**

*Job Responsibilities*

Executive Secretary of the General Manager and top management.

Provide administrative and clerical support to the departments including managers. Schedule meetings and arrange conference rooms.

Alert manager about cancelations or new meetings. Manage travel and schedule.

Handle information requests.

Prepare correspondence and stuff mail into envelopes. Prepare confidential and sensitive documents.

Coordinates office management activities. Greet and receive visitor.

Determine matters of top priority and handle accordingly. Maintain office procedures.

Operate office equipment, such as photocopy machine and scanner. Coordinate committees and task forces.

Relay directives, instructions and assignment to executives. Receive and relay telephone messages.

Prepare monthly sales budget, sales display agreement, promotion offer letter and near expiry cost reduction.

Give assistance to the sales team.

Monitoring and paying monthly personal bills.

Prepare and make Microsoft office power point presentations. Prepare and check expense claim.

Request office supplies.

In charge of taking approval from CEO, GM, CFO, BDM and all managerial positions. Paying personal bills.

**February 4, 2013 - April 15, 2014**

**Receptionist/Admin Assistant**

**Filipinas Asia Shutter Door Corp.**

**Philippines**

*Job Responsibilities:*

Greet persons entering the establishment, determine nature and purpose of visit, and direct or escort them to specific destination

Answering telephone calls, interviewing clients and verifying information

Support and provide customer service via phone, e-mail and faxes as a receiver Responsible for answering quires of the customers

Take and relay messages and provide assistance

Responsible to satisfy customer and maintain good image for the company Hear and resolve complaints from the customer or the public

Performs routine clerical and typing tasks File and maintain records

Perform administrative support tasks

**March 26, 2012 - January 30, 2013**

**ACCOUNTING ASSISTANT – ACCOUNT RECEIVABLE**

**JAC Plastic Printing Enterprises Inc.**

**Rizal Philippines**

*Job Responsibilites*

Accounts Receivable Billing and Collection

Preparation of delivery receipts, sales invoices and counter receipts

Monitoring and safekeeping of official documents – Sales Invoices, Delivery Receipts, Official Receipts and Provisional Receipts.

Responsible of the following weekly reports:

\* Detailed Summary of Accounts Receivable - Posting of weekly sales & collection,

Posting of adjustments such as sales returns, sales discounts and withholding taxes deducted by customers

* + Aging of Accounts Receivable – Analysis of AR days
  + Summary of Remittances – Posting of weekly cash / check endorsements \*Summary of Accounts Receivable

Follow up collections to customers Daily collection report

Weekly Summary Report of Sales Return & allowances Preparation of Cash Receipts Book.

**March 21, 2011-March 23, 2012**

**ACCOUNTING STAFF – ACCOUNT PAYABLE**

**Scottland Inc. - Bonchon Chicken Philippine**

**Quezon City Philippines**

*Job Responsibilities*

Account Payables

Received, verify and analyze invoices and statement of account. Prepare voucher manually.

Prepare purchase order and office supplies for the company. Prepare check for the supplier.

Monitor payments for utilities and rentals. In-charge in weekly collection of checks. In-charge in petty cash liquidation.

Prepare monthly accrual report, cash disbursement/monthly expense and expanded. Time keeping of DTR - all employees of direct hired.

Payroll of all employees under agencies.

In-charge of filing released vouchers, contract of rentals and agency. Auditing allied redemption.

**July 19, 2010 -January 17, 2011**

**ACCOUNTING STAFF**

**Frankhaus International Corp.**

**Quezon City Philippines**

*Job Responsibilities*

Cash card custodian. Petty cash custodian.

In-charge of petty cash liquidation. In-charge of sales.

Counter checking of invoices and purchase order to the trade card. Checking, validating and preparing import – export documents. Processing fee requests from import – export department.

Prepare voucher manually.

Encoding and filing all transactions.

**September 10, 2007 - October 28, 2009**

**ADMIN.SECRETARY/PURCHASER**

**Mitsukawa Electric Industries Inc.**

**Philippines**

*Job Responsibilities*

Secretary of the General Manager.

Provides secretarial and administrative support to my manager. Multi-tasking of all clerical works.

Account Payables and Receivables.

Received, verify and analyze invoices and statement of account. Prepare voucher manually.

Prepare purchase order and office supplies for the company. Prepare check for the supplier.

Monitor payments for utilities and rentals. In-charge in weekly collection of checks. Petty cash custodian.

In-charge in petty cash liquidation.

Prepare monthly expense and expanded.

Time keeping of DTR and payroll of all employees. In-charge of filing released vouchers.

In-charge of 201 files.

In-charge in purchasing supplies need in the production. Prepare canvass material sheet.

Coordinating with the supplier in-regard of the purchase order. Preparing and releasing company loan.

Checking and validating loans per member.

In-charge in payment and preparing reports for Social Security System, Home Development Mutual Fund (Pag-Ibig Fund), Philippine Health Insurance and Bureau of Internal Revenue (All Government).

Encoding and filing all transactions.

**November 17, 2006 - May 9, 2007**

**ACCOUNTING STAFF**

**Cash & Carry Supermarket**

**Philippines**

*Job Responsibilities*

Preparing check for the supplier.

Counter checking invoices and purchase order to the purchasing department. In-charge for monitoring check for signature.

Assisting weekly released check.

**SEMINARS ATTENDED**:

“Seminar on Technical Advisory Visit – DOLE“ held on June 28, 2013 at Activity Area, 3rd Floor New Tanay Municipal Building Tanay, Rizal

“Seminar on Employer – Employee Relation and Benefits – PAG-IBIG FUND“ held on May 16, 2013 at Pag-ibig Fund Office Antipolo Branch

“Labor Relation, Human Relation and Productivity Seminar for Development of Labor and Employment held on October 27, 2012 at JAC Plastic Printing Enterprise Inc. Taytay, Rizal Philippines.

“General Information Seminar for Social Security System held on February 8, 2013 at Vismin Function Room 2nd Floor Social Security System Main Office at Diliman, Quezon City Philippines.

**PERSONAL INFORMATION**:

|  |  |  |
| --- | --- | --- |
| Age | : | 30 years old |
| Sex | : | Female |
| Birthday | : | October 16, 1985 |
| Civil Status | : | Married |
| Citizenship | : | Filipino |
| Religion | : | Roman Catholic |
| Visa Status | : | Residence Visa |

**First Name of Application CV No:** **1654992**

Whatsapp Mobile: +971504753686

