**Arlene**

**E-mail :** **Arlene.295789@2freemail.com**

**Objective**

**To be able to put in practice of my gained knowledge. To be able to utilize my own strengths and weaknesses. To be effective in maintaining harmony in any kind of people, to show initiative problem solving while performing all given tasks**

**Experience**

**Emirates Pre-Fabricated and Steel L.L.C.**

**Ajman, UAE**

**Accountant** **June 27,2015 up to present**

* Prepare, examine and analyze accounting records, financial statements and other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards.
* Transact at the bank for deposit and withdrawals
* Make LPO’s, Quotation, Invoices , bills and receipts for every projects
* Maintain and update filing, inventory, mailing and data base systems, either manually or encoding
* Preparing the salary of all the employees every month
* Preparing Bank Reconciliation every end of the month
* Making emails for the company
* Making all reports about accounts receivables and accounts payables
* Making Financial Statement every end of the month.
* Follow up all the ongoing projects to all engineers in the site.
* Coordinating to all engineers and suppliers

**Quirino High School** **2011 – April ,2015**

**Quezon City, Manila**

**Administrative Assistant/HR**

* Typing letters, memos and other correspondence mails out letters and receives and distributes the incoming mail and memos
* Make an appointment and meetings for various people to the principal
* Consolidate all necessary papers in preparing salaries of teaching and non-teaching personnel
* Check and consolidate financial statements of school managed canteen
* Check and Consolidate Statement of Assets & Liabilities Net Worth at the end of school year
* Check and consolidate Performance Rating of all teaching and Non-Teaching personnel
* Perform routine clerical and organizational tasks

 Examine and make interviews all teachers applicants and non-teaching personnel.

**New Era High School** **2009 – 2011**

**Quezon City, Manila**

**Administrative Assistant**

* Typing letters, memos and other correspondence mails out letters and receives and distributes the incoming mail and memos
* Make an appointment and meetings for various people to the principal
* Consolidate all necessary papers in preparing salaries of teaching and non-teaching personnel
* Check and consolidate financial statements of school managed canteen
* Check and Consolidate Statement of Assets & Liabilities Net Worth at the end of school year
* Check and consolidate Performance Rating of all teaching and Non-Teaching personnel
* Perform routine clerical and organizational tasks

 Examine and make interviews all teachers applicants and non-teaching personnel

* Making payroll for all employees

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| --- | --- | --- |
| **Quezon Cockpit Arena** | **2007- 2009** |  |
| **Lucena City, Quezon** |  |  |
|  |  |
| **Bookeeper** |  |  |

* Keep records of the daily money transactions of the company
* Transact at the bank at the end of the month and make Bank Reconciliation
* Maintain general ledgers for all accounts and ensure that all the figures are in order
* Responsibility of doing the payroll of the employees
* Prepare financial statement at the end of the month
* Prepare stockholders equity every quarter of the month

**Gumaca, Quezon**

**Administrative Assistant/ Bookeeper**

* Appraising of jewelries
* Arrange for maintenance and repair of equipment and other services
* Keep a record of the daily money transactions of the company
* Transact at the bank every day for daily deposits and make bank reconciliation at the end of the month
* Keep the records of all documents regarding collaterals and make sure they are deposited in the bank
* Follow up the costumers for the payments before due time
* Prepare income statements and inventories every month
* Prepare payroll twice a month

**Muzart Bar 1999-2000**

**Lucena City, Quezon City**

**Administrative Assistant/Bookeeper/HR Personal Assistant**

* Making payroll to all employees
* Monitor all the consumption of food and beverages everyday and place order to the suppliers
* Making solution s to all customer complaints
* Maintain the cleanliness of all facilities of the bar
* Monitor action of staff and customers to ensure that health and safety standards and liquor regulations are obeyed
* Budgeting and paying all the payables
* Check quality of deliveries of foods and beverages
* Arrange for maintenance and repair of equipment and other services
* Recruit, hire and oversee training for staff
* Making income statement and balancing at the end of the month
* Inventory everyday
* Scheduling of shift of works for servers and staff

**Leonardo’sTradingCorporation** **1993-1997**

**Lucena City, Quezon**

**Sales secretary/ Payroll Assistant**

* Communicate with customers, employees and other individuals to answer questions, disseminate or explain information, take orders and address complaints
* Answer telephones¸ direct calls and messages
* Compile, copy, sort and file records of office activities, business transactions and other activities
* Make purchase order and check the items that has been purchased, inventory and order materials, supplies and services
* Maintain and update filing, inventory, mailing and database systems, either manually or using a computer
* Disseminate job orders to the contractors, complete work schedules, manage calendars and arrange appointments
* Preparing payroll of contractors and employees twice a week
* Communicate and deals with customers about the unit and assist them how to apply if they want the payment to be finance by the bank or financing company
* Process and prepare documents, such as business or government forms and expense reports

**Hali-Hau Lending**

**Investor** **1992-1993**

**Lipa City, Batangas**

**Bookeeper**



* Keep a record of the daily money transactions of the company
* Goes through the bank statements at the end of every month to make sure that there is a proper balance between bank deposits and withdrawals
* Maintain general ledgers for all accounts and ensure that all the figures are in order
* Collecting all the payments of the customers for the day to the collectors of the company
* Responsibility of doing the payroll of the employees
* Preparing annual tax returns
* Keep a record of the invoices and follow up the customers to make the payment before the due date
* Keep a record of the money and other collaterals that has been received by the company and make sure that they are deposited properly in the bank

**Education**

|  |  |  |
| --- | --- | --- |
| **Bachelor of Science in Education (18 units)** | New Era University | 2010 - 2011 |
| **Tertiary** |  | Lyceum of the Philippines University | 1989 - 1993 |
| **Secondary** | La Purisima Concepcion Academy | 1986 - 1989 |
| **Primary** | Bernardo Lirio Elementary School | 1981 - 1986 |
| **Skills** |  |  |  |
|  |  |  |
| - Filipino & English Languages |  |  |
| - | Computer Literate |  |  |
| - | Bookkeeping |  |  |

**Personal Data**

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| --- | --- | --- |
| Nationality | : | Filipino |
| Date of Birth | : | December 26, 1972 |
| Sex | : | Female |
| Type of Visa | : | Cancel |