**Human Resource Manager**

Abu Dhabi

Dear Sir/Madame:

I would like to express my interest in applying for any vacant position in your company which is fitted to my qualifications academically.

I am a conscientious person who works hard, flexible, and quick to pick up new skills and eager to learn from others. I believe that my skills, knowledge and experiences could make a great asset in your company. I believe that my experiences and education will make me a very competitive candidate to the position and I would appreciate the opportunity to bring this level of success to your company.

Attached herewith is my resume for your perusal and consideration.

Thank you for taking time to review my application and I am looking forward to your reply and very much willing to come to your office for an interview in your most convenient time.

Sincerely Yours;



**Fatima**

[**Fatima.305238@2freemail.com**](mailto:Fatima.305238@2freemail.com)

**OBJECTIVE:**

* I am seeking employment where I can grow professionally and personally.
* To obtain a position in which my skills and organizational abilities can be fully utilized.
* To obtain a position that I can able to use my abilities, educational background and ability to work well with people.

**PERSONAL INFORMATION:**

* Nationality - Filipino
* Status - Single
* Language - English and Filipino
* Birthplace - Koronadal City South Cotabato, Philippines, 9506
* Visa Status - Tourist Visa

**ACADEMIC QUALIFICATIONS:**

TERTIARY/COLLEGE - **BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION**

**MAJOR IN MARKETING MANAGEMENT**

SY. 2011-2015

**Notre Dame of Marbel University**

SECONDARY - **KORONADAL NATIONAL COMPREHENSIVE (HS)**

SY. 2007-2011

**WORK EXPERIENCE:**

* OJT at Entertainment, Music and Recreation (EMR) located at Brgy. Morales City of Koronadal, South Cotabato 9506, Philippines
* Accounting Assistant at GRV Family Commercial located at City of Koronadal, South Cotabato 9506, Philippines
* **DUTIES AND RESPONSIBILITIES:**

**JOB TITLE: ACCOUNTING ASSISTANT**

* Encode all incoming Credit and sales invoices from suppliers through QuickBooks Enterprise Solutions V13 Program. Prepare check and check vouchers for payments to suppliers and by deducting returned items and/or purchase discounts if any.
* Input and reconcile through QuickBooks program V13 check payments to supplier’s account against outstanding balances to its subsidiary account ledger.
* Disburse check or cash as payments to suppliers with the accompanying check vouchers to be received by an agent or collector.
* Input the daily basis of sales transactions and prepare monthly and quarterly Summary List of Sales and Purchases report for Bureau of internal Revenue by encoding via BIR Tax Relief Program V2.1.
* Responsible for the Electronic Filing and Payments System (EFPS) for On-Line Payment of Income Taxes, Withholding Taxes and Value-Added Taxes payable on daily and monthly bases to Bureau of Internal Revenue.

**RELIEVER CASHIER**

* Enter and Receive cash or checks as payments to the company made by customers and must issue a corresponding receipt for all cash and checks received through Point-of-Sale (POS).
* Turn-over and/or deposit all cash, checks and other cash items received to the company’s depository bank or to the Administrative Officer and prepare a daily summary of cash/checks received, deposited and on hand.
* Generate End-of-Day Sales Report including Cashier’s Report and Department Sales Report and keeps all duplicate copies of Point-Of-Sales tapes of the daily sales and Cash Flow Statement to be forwarded to the administrative officer for verification and authentication.
* Turn-over all undeposited funds such as cash in drawer, postdated checks and checks late for deposits, payments received from customers, Collection items and checks and other cash items to the administrative officer at the end of the day’s transaction.

**RELIEVER SALES ASSISTANT**

* Entertain customer with utmost regard and observes behavioral styles on how to come across others.
* Use the telephone to the greatest advantage, telephone courtesy especially in receiving callers as a tool for enhancing company’s public image.
* Present the item/s being sold by a customer to a checker with accompanying official receipt for inspection.
* Accommodate valued customers by giving reduction in the usual price ceiling of an item or discounts prior to the approval of the management. Check and verify payment received in check thoroughly before allowing him for a credit account.

**SKILLS:**

* Ability to work well under pressure, Computer Literate
* Adapt changes quickly, Communication skills
* Good Numeracy and IT skills like Microsoft excel,Ms Word, and Ms Powerpoint
* Proven sales and negotiation skills, Research and analyzed work or financial matters.

**SEMINARS**

* “Motivation, and Salesmanship” on August 20, 2011

Notre Dame Marbel University Gymnasium, City of Koronadal, South Cotabato

* “Digital Marketing and Emerging Markets” on December 6, 2014

Gaisan Grand Mal, City of Koronadal, South Cotabato

* “Educating the Future Generation on the Legal Aspect of Business” on October 7, 2012 at St. MarcellinChampagnat Hall, Notre Dame of Marbel University, City of Koronadal, South Cotabato

***I certify that the above information is true and correct to the best of my knowledge and ability.***