**DIANE**

[**DIANE.316230@2freemail.com**](mailto:DIANE.316230@2freemail.com)

**CAREER OBJECTIVE**

I am looking for a position that suits my qualifications with a growing company where I can apply my experience and obtain a meaningful and challenging task that will enhance my knowledge and skills to be more effective, competitive and for continuous professional development and being an asset to the company at the same time.

**QUALIFICATIONS SUMMARY**

* Over four years of full-time working experience in administrative, finance, accounting and human resource
* Over five years of part-time working experience in office management, data entry and warehousing
* Effective in promoting a positive, productive environment
* Good eye for detail; well organized, skilled in setting priorities
* Strong interpersonal and communication skills
* Remain calm and work well under demanding conditions
* Equally effective working independently and in cooperation with others
* Fast learner and effective at multi-tasking
* Strong motivational, organizational and leadership skills
* Computer literate in MS Word, Excel, Power Point, Internet etc.

**EMPLOYMENT HISTORY**

***Bambino Enterprises, Santiago City, July 2015 – August 2016***

**Administrative & Finance Assistant**

* **Provide support during annual registration of business permits and compliance certificates**
* **Reconcile bank transactions (deposits, withdrawals, transfers)**
* **Reconcile records with internal company employees and management or customers**
* Doing billing activities, such as accounts payable and accounts receivable
* Banking money and cheques received and issuing receipts
* Maintaining and transferring money between bank accounts
* **Process and prepare financial and business forms for the purpose of checking account balances, facilitating purchases, etc**
* **Perform routine calculations to produce analyses and reports as requested by the finance head**
* **Help oversee and manage individual accounts**
* **Create, send, and follow up on invoices**
* **Collect and enter data for various financial spreadsheets**
* **Review and audit financial statements and reports, ensure all calculations and data entries are correct**
* **Reconcile any discrepancies or errors identified by conversing with employees and/or clients**
* **Report any troubling discoveries or suspicion of wrongdoing to the proper authorities**
* **Adhere to the company's or organization's financial policies and procedures**
* **Answers question and provide assistance to stakeholders, customers, and clients as needed**
* **Attend finance department and company-wide meetings and assisting with financial reporting to managers and senior executives**
* **Suggest changes or improvements to increase accuracy, efficiency, and cost reductions**
* **Responsible in calculating, posting and verifying to obtain financial data for use in maintaining accounting records.**
* **Compiles and sort documents, such as invoices and checks, sustaining business transactions**
* **Preparing and processing of payroll; auditing and maintaining payroll records to ensure accuracy of data**

***Bambino Enterprises, Santiago City, March 2014 –******June 2015***

**Assistant Accountant**

* **Responsible in the preparation of Invoices, receipt vouchers, payment vouchers and overall accounting notes**
* **Reconciliation of debtors and creditors statement of accounts against system’s general ledger**
* **Preparation of Payment to suppliers and Insurance Company**
* **Compiles and sort documents, such as invoices and checks, sustaining business transactions**
* **Verifies and post details of business transactions, such as recording of sales and remittances**
* **Assist in preparation of Financial Statement for Auditing**
* **Maintaining and updating records of accounts receivable, accounts payable and other accounts for the financial statement**
* **Types a variety of documents, reports, and records**
* **Summarize reports to be presented to the managing director**
* **Support the development of a service culture within the team and ensure that all queries / complaints are followed up with robust action plans where necessary**
* **Assist the Finance and Resources Manager preparing the three year budget and critical cash flow, income and expenditure patterns**
* **Monitor all budgets on a monthly basis, complete appropriate returns and advise Finance and Resources Manager and Executive team accordingly**
* **Prepare and submit all VAT and appropriate tax returns in a timely manner**
* **Provide a range of financial and budgetary information and reports as required, ensuring accurate monitoring of budgetary expenditure throughout the year**
* **Ensure compliance with accounting standards and maintaining structures that meet both statutory and management reporting requirements and comply with audit practices**
* **Develop and manage ad hoc reports that address operational requirements**
* **Escalate significant budget variances concerns on a timely basis to enable corrective actions to be taken quickly**
* **Ensure that financial explanations are provided in a way that is easy to understand for non-finance team members**
* **Update any financial procedures and ensure communication to any staff that may be affected by changes**
* **Ensuring that the Accruals and Prepayment / Matching concepts are applied to transaction processed**

***Bambino Enterprises, Santiago City, November 2012 –******February 2014***

**Human Resource Administrator**

* **Provides job candidates by screening, interviewing, and testing applicants, notifying existing staff of internal opportunities and maintaining personnel records**
* **Pays employees by calculating pay, distributing checks and maintaining records**
* **Monitors unemployment claims by reviewing claims, substantiating documentation and requesting legal counsel review**
* **Maintains human resources records by recording new hires, transfers, terminations, changes in job classifications, merit increases, tracking vacation, sick, and personal time**
* **Orients new employees by providing orientation information packets, reviewing company policies, gathering withholding and other payroll information, explaining and obtaining signatures for benefit programs**
* **Documents human resources actions by completing forms, reports, logs, and records**
* **Updates job knowledge by participating in educational opportunities and reading professional publications**
* **Accomplishes human resources department and organization mission by completing related results as needed**

***Bambino Enterprises, Santiago City, January 2010 —******April 2012*  
Office Administrator**

* Manage the filing, storage and security of documents
* Oversee the accounts payable and accounts receivable systems in order to ensure complete and accurate records
* Administer employee files and records in order to ensure accurate payment of benefits and allowances
* Supervise completion and review payroll results
* Assists office staff in maintaining files and databases
* Assigns jobs and duties to office staff as needed
* Monitors office operations
* Schedules appointments and meetings for executives and upper level staff
* Serves as the go-to for office inquiries and conflicts
* Manages staff schedules
* Tracks office supply inventory and approves supply orders
* Assists in the preparation of department budgets and expenses
* Supervises all administrative personnel
* Performs miscellaneous job-related duties as assigned

***Bambino Enterprises, Santiago City, April 2007 – December 2009***

**Office Clerk | Warehouse Personnel**

* Processing Sales Order forms, invoicing, stock loadings, deliveries & receiving returns
* Preparing accounts payables, accounts receivables, collections and claims to suppliers
* Monitoring inventory levels and preparing purchase order forms
* Encoding and rechecking sales invoice pricings
* Communicate with customers, employees, and other individuals to answer questions, disseminate or explain information, take orders and address complaints
* Compile, copy, sort, and file records of office activities, business transactions, and other activities
* Complete and mail bills, contracts, policies, invoices, or checks.
* Operate office machines, such as photocopiers and scanners, and personal computers
* Compute, record, and proofread data and other information, such as records or reports
* Maintain and update filing, inventory, mailing, and database systems, either manually or using a computer
* Receiving deliveries from suppliers and returning BO’s
* Assist shipping and receiving unloading trucks, checking in merchandise, matching purchase orders to sales orders and distributing to sales associates for processing
* Move materials and items from receiving or storage areas to shipping or to other designated areas
* Sort and place materials or items on racks, shelves or in bins according to predetermined sequence such as size, type, style, color or product code
* File requisitions, work orders or requests for materials, tools or other stock items and distribute items to shipping or to designated route driver storage area
* Assemble customer orders from stock and place orders on pallets or shelves, or relocate orders to a holding area
* Record amounts of materials or items received or distributed via appropriate computer program
* Assist in counting of physical inventory

**EDUCATIONAL BACKGROUND**

**University of La Salette College Department (June 2007 – April 2012)**

***Bachelor of Science in Accountancy***Bachelor St., Dubinan East, Santiago City 3311

**University of La Salette High School Department (June 2003 – March 2007)**

Secondary

Provincial Road, General Malvar, Santiago City 3311

**Santiago South Central School (June 1997 – March 2003)**

Elementary

Provincial Road, Victory Norte, Santiago City 3311

**PERSONAL DATA**

Gender : Female

Date of Birth : November 20, 1991

Place of Birth : San Fernando, Pampanga, Philippines

Nationality : Filipino

Civil Status : Single

Height : 5’4”

Language Spoken : Filipino, English

I hereby certify that the above information given are true and correct to the best of my knowledge and belief.