HARLENE

HARLENE.316660@2freemail.com

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**CAREER OBJECTIVE**

To strive for excellence, to work in such an environment that will enhance my knowledge and career, where I can also share my knowledge in the field of my career to achieve personal as well as organization goals.

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**SKILLS**

* Excellent knowledge with Internet usage Excel and Microsoft Word
* Exceptional skills in data review for inaccuracies and inconsistencies
* High skills in working independently and accurately
* Motivated self-starter with a strong desire to learn
* Strong verbal and personal communication skills

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**EDUCATION**

**Bachelor of Science in Statistics (2011-2015)**

Rizal Technological University

Boni Avenue, Mandaluyong City, Philippines

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**WORK EXPERIENCE**

**SM Development Corporation**

Leading developer of world-class residences in the Philippines

(February 3, 2016 to May 3, 2016)

Sellers Relationship Management

Sellers Analytics Assistant

Two E- Com Center, Harbor Drive, Mall of Asia Complex, Pasay City, Philippines

**Duties And Responsibilities:**

* Reviewing of liquidation / Encoding of details
* Tagging of official receipt
* Other tasks that may be asked from time to time

**Summerhills Home Development Corporation**

The Socialized and Affordable Housing Arm of SM Property Group

(June 2, 2015 to December 2, 2015)

Sellers Relationship Management

Project Assistant

Two E- Com Center, Harbor Drive, Mall of Asia Complex, Pasay City, Philippines

**Duties And Responsibilities:**

* Verifies statistical amount of commission paid and the commission contract
* Reconciles the commission expense per GL vs. the collection report and summary

of commission

* Verification of payment milestone of accounts under JV both SHDC and BDO portions
* Other tasks that may be assigned related to the project

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**PRE PROFESSIONAL EXPERIENCE**

**Philippine Statistics Authority** (NSCB)

Expenditure Accounts Division

Sen. Gil J. Puyat Avenue, Makati City, Philippines

**Duties And Responsibilities:**

* Processing CPI Annual Average by region
* Encoding data of the overall detailed statement of Income and Expense

of the National Government

**Land Bank of the Philippines**

Maysilo Circle, Barangay Plainview, Mandaluyong City, Philippines

**Duties And Responsibilities:**

* Sorting of files
* Encoding of files
* Answering of phone calls
* Other tasks that may be asked from time to time

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**REFERENCES**: Will be provided upon request