

Contact HR Consultant for CV No: 340542

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  **OBJECTIVES**

Seeking an environment where my knowledge and experience can be shared and enriched in developing my skills and continously learned the process of my expertise.

 **Basket of Key Competencies**

 **●** Manage full espectrum of Administrative and Accounting functions.

 **●** Resourceful, sel motivated, meticulous, take initiative and strong Administraive functions.

 **●** High level of integrity, professionalism and have strong passion of managing assign task.

 ● Well versed in identifying problems.

 ● Quick learner, web savvy, and easily adopt new technology.

 ● Positive attitude toward work and perseverance to undertake challenges.

 **EXPERIENCES**

 **Accounting Staff/Corporate Secretary BSDG Electrical Works, Inc**

2015-2016 Bl8, Lt4 Karlaville Parkhomes, Trece Martirez

 ● answer phone calls, schedule meetings, assists and reminds the Company Pesident for upcoming

 Appointments and activities on sites.

 ● records monthly collectibles and monthly dues.

 ● prepares cash, check vouchers, purchase orders, bank transactions, and other transaction that requires

 accounting process.

 ● Follow up collectibles to clients.

 **Manager/Proprietor McNair Associates, Inc**

 2014-2015 Sun Valley, Parañaque City

 ● Manages the business and help staff with accounting and recording sales and other trasactions.

 **Accounting Staff/Building Admin (OIC)**   **Dante A. Ang & Assocciates, Inc**

 2005- 2014 Dante A. Ang Building, Intramuros, Manila

 ● records daily cash position report.

 ● prepares cash, check vouchers, purchase orders, and other transaction that requires

 accounting process.

 ● prepares monthly rental and utility bills (electric bill and water) for tenants.

 ● prepares tenants contracts, certification, memos, and other company’s transactions

 ● prepares monthly income and disbursement.

 ● updates Accounts Receivable/Payable and assure that all payables/receivables are paid/received on time.

 ● prepares monthly payroll and for affiliated company

 ● other works instructed by my immediate superior regarding tenant’s complaints,

 comments, suggestions and other concerns.

 ● maintaining record of employees details, gathering information and administering duties and performance appraisal and motivating employees.

**Reservation Officer/Office Personnel** ` **EASTWEST MGMNT & CONSULTANCY SERVICES, INC**.

 2004-2005 Sta. Monica St. Corner F.B. Harrison Pasay City

• answering customer’s queries regarding company’s updated rates of hotel and airfare rates.

 • responsible in answering calls from customer’s concerns regarding their destination

 • making phone calls from various hotels in the metro if ever there are some changes in their rates and

 other promotions for a certain period of time.

 **Accounting Clerk FILMOVERS, INC.**

 2002 - 2004 San Francisco del Monte, Quezon City

 • responsible in preparing and computing monthly salary of the employees.

 • preparing and filing quarterly income tax return of the company and make payments of employees monthly SSS and Philhealth monthly contribution.

 • in charge in billing and collection activities of the company and other accounting aspect.

 **Accounting Clerk ECART MARKETING**

2000 – 2002 San Antonio Village, Makati City

 • responsible in preparing and computing monthly salary of the employees.

 • monitoring daily sales and make reports to be presented with my immediate superior.

 • handling and processing SSS and Philhealth monthly contribution.

 **Supervisor TWIN ROCK BEACH RESORT AND HOTEL**

 1998-2000 Igang, Virac, Catanduanes

 • responsible in dealing with people especially in the workforce in order to have a harmonious

 relationship with one another and have a better and open communication so as to avoid misunderstanding in their respective area of work in the future.

 • making sure that every customers will be treated accordingly in friendly and honest manner.

 • encouraging staff to be more responsible in their own field of work for customers satisfaction.

 • monitoring daily operation of the resort and make sure that everything is in good condition especially

 with the facilities and services offered.

 • encouraging and developing staff camaraderie in the workforce not only to maintain harmonious

 relationship but also to gain loyalty and confidence in their designated task.

 **Field / Market Researcher** **SAN MIGUEL CORPORATION**

 1996 - 1997 Irisan , Baguio City

• monitoring and tabulating weekly and monthly gathered information through extensive field work activities by interviewing store owners regarding products exclusively from San Miguel Corporation and compare it to their existing competitive brand.

 **Market Researcher**  **PULSE NATIONAL RETAIL INDEX**

 1995 – 1996 Ugong, Pasig City

 • gathering information through monthly actual product counting of a certain company at selected supermarket, groceries, and stores in Ilocos region which is very essential in tabulating market share of a certain product and compare it to other competitive brand.

 • computing monthly share of a certain product to be send at the main office for editing and soon to be presented to a certain client.

 **Market Researcher SAN MIGUEL CORPORATION**

 1993-1994 (Under Pulse Research Group)

 San Fernando La Union Sales Office

**•** tabulating weekly and monthly gathered information through extensive field work activities by interviewing store owners regarding products exclusively from San Miguel Corporation and compare it to their existing competitive brand

 **Trainings and Seminars Attended**

Banking Laws and Practices Familiarization SLU, Baguio City

 Baguio Water District-On the Job Training Baguio City

 Cruiseship Familiarization-On-the-Job-Training on Stewardship MBRS Lines Inc.

 Certificate of Completion- Basic Safety Course San Pedro, Laguna

 **SKILLS**

Proficient in MS Office (Word/Excel/Powerpoint)

 **EDUCATION**

**COLLEGE**

**Saint Louis University** Bonifacio Street, Baguio City

**BSC Major in Banking and Finance**  Philippines

1994-1998

**HIGH SCHOOL**

**Rizal Academy** Asingan, Pangasinan

1983-1987

**ELEMENTARY**

**Carosucan Norte Elementary School** Carosucan Norte, Asingan, Pangasinan

1977-1983

**ORGANIZATION**

 **Member,** FINEX Society

Saint Louis University

 Baguio City ( 1997-1998)

 **Member,** Junior Philippine Institute of Accountancy (JPIA)

Saint Louis University

 Baguio City (1997-1998)

Good Day!!!

     I would like to apply for a position as an Administration assistant in your company.

     I’m a Banking and Finance undergraduate and as far as Accounting Help is concern I possess necessary experience in sales, customer service, accounting and in administrative fields.

 For your information I have worked as an accounting staff and later became an OIC (Officer in Charge) Building Administrator and have the skills and experienced to deal with them. Should you wish to know more about my experiences please refer to my resume I attached with this email.

     Please let me know when would you want an interview with me thru skype, I will be pleased to hear from you soon.