

Contact HR Consultant for CV No: 340770

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**Objective:**

To work in a competitive environment and be a contributing factor to the organization's success and development through the use of my talents, skills, knowledge and experience.



**Work Experience**

**Designation: Account Assistant**

**Date: February 2015 - Present**

**Company:** Emirates Home Nursing LLC

**Co. Address:** Office 901B, Business Central Towers, Media City, Dubai, UAE

**Job details:**

* Directly receives cash, cheques and credit card payments from the clients.
* Prepare and submits receivables directly to the Accounts Manager
* Prepares weekly report and weekly payment collections.
* Verifying over 80+ nurse’s weekly time sheet
* Preparing over 80+ nurse’s monthly transportation allowances.
* Eagerly follow up outstanding payments from clients.
* Issue Invoices, receipts and Petty Cash

**Designation: Administrative Assistant**

**Date: February 2013 – January 2015**

**Company:** Aztec Construction & Equipment, Inc. / Alpharock Mining

**Co. Address:** Quezon City, Philippines

**Job details:**

* Managed weekly payroll and monthly contributions of employees.
* Responsible for all material and equipment needs for the quarry area including controlling inventory, overseeing operation, and managing purchasing like lubricants, diesel, dump truck parts, Backhoe Spare Parts / Equipment and tires.
* Managed financial departments with responsibility for Accounts Payable and Accounts Receivable
* Monitored and recorded company expenses.
* Follow up weekly collections.
* Prepare weekly billing in quarry – Global Project Inc., Rockbase Corporation & Pacific Concrete.
* Schedule and co-ordinate meetings, appointments and events.

**Designation: Secretary**

**Date: December 2009 – February 2013**

**Company:** Communication Electrical Equipment & Supply Co., Inc.

**Co. Address:** Makati City, Philippines

**Job details:**

* Updating company inventory – stocks(local/imported items) costs
* Phone operator/ receptionist, entertain phone inquires and walk in clients.
* Do clerical works.
* Also handles Broadwings Enterprises and Tutor and Tutees, Inc.
* Under Broadwings Enterprises
  + Supplies three stores – Fullybooked (The Fort/Greenhills/Rockwell) Rustans Commercial Corp. (Makati/Tower/Ayala Alabang) and Powerbooks (Shangrila/Alabang/ Greenbelt)
  + Collecting / follow up monthly check collections, consignment sales, report and quarterly Excise Withholding Tax.
  + DO the Inventory – stocks, costs and purchases.
  + Do the delivery receipts, Purchase Order, Cost Sheet, Letters
  + Checking items for delivery and pull out items
  + Do the pay slip and weekly salary of the promodizer.
* Under Tutor and Tutees, Inc.
* Records monthly Revenue & Expenses.
* Responsible in monitoring Accounts Payable and Accounts Receivable
* Check weekly tutors time card.

**Designation: Faculty**

Date: June 15 - October 30, 2009

**Company**: Lyceum Northwestern University (College of Information and Computing Studies) **Co. Address:** Dagupan City, Philippines

**Job details:**

* Taught computer application, basic programming, and digital circuits.
* Prepares syllabus, quizzes and exams for course
* Student council adviser facilitating departmental activities and supervise Student council.

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|  | **Educational Qualification** |  |
| Short Course | Accounting II | 2016 |
|  | Pinoy Group – Market Trader Academy (UAE) |  |
|  | Completed with certificate |  |
| Short Course | Basic Accounting | 2015 |
|  | Pinoy Group – Market Trader Academy (UAE) |  |
|  | Completed with certificate |  |
| Tertiary | Bachelor in Science in Information Technology | 2009 |
|  | University of Luzon - PHILIPPINES |  |

**Personal Qualifications**

* Good scholastic records.
* Demonstrates strong decision-making skills under pressure with less supervision.
* Trustworthy and highly privy to information concerning accounts and financial details.
* Very sensitive to deadlines even when compelled with workloads beyond my capability.
* Quick learner and ability to understand business dynamics.
* In-depth functional exposure/experience in competitive industries.
* Has an in-depth understanding of the risks involved in the business, and knows how to manage those risks while maximizing productive output for the business.
* Good verbal and written communication skills in both English and Tagalog dialects.

**Computer Skills**

* Windows 98 ~ Windows 8
* MS Word
* MS Excel
* PowerPoint
* Tagtronics