

CONCEPCION [CONCEPCION.344989@2freemail.com](mailto:CONCEPCION.344989@2freemail.com)

**Accounting/ HR Assistant/ Administrative Support; Customer Service**

* With over 10 years’ of accumulated experience of providing Accounting, Bookkeeping and Administrative support; Recruitment, UAE HR Policies Procedures & Processes.
* Skilled in Recruitment, coordinating, negotiating, liaising with suppliers, consulting, data management, research, report writing, developing presentations, drafting correspondence, meeting, and customer service/reception.
* Proficient in MS Office applications, SAP and various accounting systems.

**OBJECTIVE**

**Accounting / HR Assistant / AdministrativeSupport;**

**Customer Service Support**

## **Contact:**

## **Core Competencies:**

* Ability to Multitask
* Customer Oriented
* Optimistic
* Highly Adaptable
* Persistent
* Trainable
* Effective Communicator
* Dynamic
* Analytical
* Resourceful
* Trustworthy & Ethical
* Hardworking
* Innovative
* Creative & Artistic
* Punctual

## **Character References:**

## **Available upon request**

Currently seeking a job where I can utilize my administrative, accounting and HR skills, experience and knowledge that will provide me job satisfaction, self development and help me achieve personal as well as organizational goals.

**WORK EXPERIENCE**



**GIF Fire Fighting & Safety Equipment Installation 27 Dec. 2016 to present**

**Al Habtoor Warehouse, Al Qusais 3, Dubai**

**HR cum Accounting Assistant**

* Responsible for human resource management that covers manpower acquisition, employee relations and discipline, timekeeping and benefits administration, HR Policies Procedures & Processes, Manpower Planning & Forecasting.
* Assists in maintaining the human resource system and all employee records and files.
* Handles payroll processing
* Handles bookkeeping and preparation of reports and summaries
* Perform other ad-hoc duties as assigned from time to time
* Ensures organized filing of all HR and staff’s documents and files

**Gulf Coasts Company, LLC Feb. 27, 2014 – 24 Dec. 2016**

**Industrial Area 8, Al Nahda St., Sharjah**

**HR Assistant**

* Responsible for human resource management that covers manpower acquisition, employee relations and discipline, timekeeping and benefits administration, HR Policies Procedures & Processes, Manpower Planning & Forecasting.
* Assists in maintaining the human resource system and all employee records and files.
* Handles payroll processing, overtime pay, tracks and reports payroll information such as agencies’ billing, & End-Of-Service-Benefit for the resigned or cancelled employees
* Completes assigned reporting functions involving attendance statistics, termination, hire and transfer data, and other information assigned.
* Assists in recruitments and examinations, job announcements and advertisements, score tests, and recruitment lists;
* Prepares Offer letters and payroll authorization form for the newly hired
* Monitors Visa statuses for newly hired employees
* Computes leave salaries and prepares all documents related to employee’s vacations, gets quotations and ticket bookings
* Types memos and letters as requested
* Administers initial phone interviews; Conducts scheduling of personal interviews, background checking of the applicant; performs general office support functions and assists area personnel as necessary
* Perform other ad-hoc duties as assigned from time to time
* Ensures organized filing of all HR, staff’s documents and other accounting documents
* Handles post dated checks monitoring and deposit
* Ensures organized Enters cash and credit card sales into the system (Wisdom/VISACC)
* Handles monitoring of receivables from customers and clients

# **K**

**Fondation Suisse de Deminage (FSD) August 25, 2010 – July 15, 2011**

**4th Floor Doña Guadalupe Bldg., 7462 Bagtikan**

**San Antonio Village Makati City, Philippines**

**Accountant**

* Prepared electronic payments thru E-banking
* Prepared Headquarters Posting to the Ledgers
* Prepared various billings and invoicing to affiliate companies
* Audited Fields submitted accounting documents
* Prepared salary sheets of International and Head quarter payrolls
* Attended and answered to queries and e-mails from Director
* Performed cash planning and cash revaluations
* Prepared monthly reports like clearance statistics, list of active program codes and handled saving of files to documentation sites
* Used sunsystem/CITRIX, Banana accounting in reports preparation



**Shopping Center Management Corporation (SCMC) June 21, 2006 - May 14, 2010**

**Bldg. A, SM Corporate Offices Pasay City**

**Accounting Assistant**

* Audited invoices, purchase orders & delivery forms for accounts payable processing
* Performed accounts payable functions using CAPS, **ORACLE** & SAP systems
* Reconciled tenant’s sales report and companies record
* Consolidated all food court branches monthly performance reports and rental income reports
* Monitored, recorded and posted to SAP branch daily sales report
* Prepared cash disbursements book report
* Prepared various monthly reports
* Prepared annual company account and reports
* Ensured organized filing of accounting documents

**Accelerated Distribution, Inc. April 3, 2002 – May 22, 2006**

**Manzihing Bldg., Arboleda St., Daraga, Albay**

**Accounting Clerk**

* Prepared daily sales report,check remittance reports & monthly tax reports
* Assisted in the preparation of tenants rental billings
* Audited and recorded daily cash & credit card sales transactions
* Recorded daily incoming and outgoing stocks inventory
* Monitored collections of AR from major customers
* Coordinated delivery of stocks and supplies to supplier
* Assisted and supervised monthly stocks physical inventory
* Performed book keeping, general office duties & administrative tasks
* Audited daily cash remittances Reports and payroll functions for employees
* Ensured properly organized filing of company documents

**EDUCATION**



**Bachelor of Science in Accountancy** Graduated 2001

*St. Louise de Marillac College of Sorsogon*



Sorsogon State College Graduated 1997

**PERSONAL DETAIL**

Nationality : Philippines

Languages Known : English & Tagalog

Marital Status : Single