GRAY

Dubai, UAE

[Gray.347865@2freemail.com](mailto:Gray.347865@2freemail.com)

PERSONAL DATA:

Name : Gray

Age : 32 yrs. Old

Status : Single

B-Day : August 13, 1984

B-Place : Cagayan de Oro City, Philippines

EDUCATIONAL BACKGROUND:

* Bachelor of Science in Business Management. March 2006

Ateneo de Cagayan – Xavier University

Cagayan de Oro City

SKILLS:

* 1. Microsoft Word, Excel, Powerpoint
  2. Payroll Program, Accounting program - Eaglebytes.
  3. Driver’s License Non-Professional (1-2)

WORK EXPERIENCES:

**1.HR Assistant**, INDORAMA Ventures Packaging (Philippines) Corp.

February 2, 2016 – September 21, 2016 ( 7 months)

- Timekeeping. Daily Monitoring of attendance for 3 plant sites.

- Updates Leave Credit (Vacation, Sick, Emergency, Bereavement, etc.)

- Daily updates and inquiry on shifting schedules from actual attendance.

- Monthly report on Punctuality and Tardiness report, Leave Credit report,

and Plantilla report.

- able to conduct detailed summaries involving attendance.

**2.Head Data Encoder/Accounting**, Amley Food Corporation

February 11, 2010 – January 29, 2016 ( 5 years and 11 months)

- Organizes encoding activities for production data (9 departments).

- Monthly Reports in each department for monitoring purposes

- Make improvements/techniques to achieve efficiency and

effectiveness for production data entry process.

- Conducts comparison payroll and analysis every payroll period

for production data verification.

-Other position handled (Warehouse personnel, HR recruitment, Inventory)

**3.Clerk/Bookkeeper**, Department of Social Welfare and Development – R.O. 10

April 8, 2008 – December 31, 2008. ( 8 months)

* + - Preparation and maintenance of subsidiary ledger and financial records for all livelihood projects.
    - Preparation of bank reconciliation statement for all livelihood projects and coordinate with LBP re: Bank related transactions.
    - Preparation of Disbursement Vouchers for payments to the livelihood projects and remittances to Central Office.
    - Monitoring of funds: Receipts of funds, Disbursements, Collections and remittances.
    - In charge in the preparation and submission of all financial reports related to all livelihood projects (TNP, SEA-K and PGMA).

**4.HR Assistant**, M.A.C.K. Mayer Printers

June 4, 2007 – February 13, 2008. ( 8 months)

* + - Monthly payroll for seasonal and regular employees.
    - Monthly payroll for Mack Mayer FOODS ( Jollibee - Guadalupe)
    - Monitoring of employee’s performance: Absences and Late.
    - Reports payroll budgets to accounting unit.
    - (Originally hired as Credit and Collection Assistant, then Audit Staff, I was put also in Account Receivable in charge full time.)

**5.Material Expediter**, ATS Construction Int’l. Inc. - (End of Project)

May 19, 2006 - September 05, 200 ( 4 months)

SEMINARS ATTENDED:

* HACCP Workshop and HACCP Internal Auditing Course July 15-16, 2010
* HACCP Refresher Course for Company Rules and Regulation, Food Plant Sanitation. Process Flow and Good Manufacturing Practices (GMP)
* The Career Workshop March 10-11, 2006
* Entrepreneurship and E-Commerce

Education for the Youth March 11, 2006

* 1st Mindanao Business and Management

Youth Congress February 3-5, 2005

ORGANIZATIONS:

* Junior Philippine Institute of Accountant July 2003 – July 2004
* Colombian Squires 1999

CERTIFICATION:

* Career Service Professional Eligible

CERTIFICATION: