**ALMA**

**Secretary**

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**ALMA.351310@2freemail.com**

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| Personal Profile | A flexible, self-motivated individual who is able to work in a busy environment and produce high standards of work with a general knowledge in basic accounting and management. Often describe, I am open-minded and adaptable with optimistic outlook of all things in life to motivate others and has the ability to communicate comfortably to others. Presently I am looking for a career advancement opportunity with a company that will allow me to continuously enhance my skills and potential. |
| Career History | **Secretary** – July 2011 to PresentArabtec Construction, L.L.C., Dubai, U.A.E. Logistics Department Responsible for all clerical and administrative support duties as assigned by the manager.* Organizing and managing business appointments/meetings.
* Typing of memos and correspondences.
* Checking and sending emails.
* Update the daily attendance, incoming and outgoing documents
* Preparing the daily, weekly and monthly report related to the site projects.
* Attending telephone calls and transfer to designated person.
* Preparing the request for construction materials and required site manpower, extra overtime, machineries and equipment guided by the managers.
* Provide all necessary documents of all Logistics Construction Managers and Engineers.
* Provide all necessary templates of Site Engineers for their daily and monthly report.
* Other duties assigned by the managers.

Accounting Staff - May 2010 to February 2011 U-Profit Sales and Distribution (Procter and Gamble Philippines-Region III) Cabanatuan City , Nueva Ecija PhilippinesResponsible for cashiering, sales balancing, payments and bank deposits.* Balancing of daily sales and payments, accounts receivable and bank deposits.
* Provide necessary documents to Finance Branch Head every month end closing.
* Handling of petty cash account and checking the supplies, materials and equipment needed of the company.

Administrative Staff - February 2009 to April 2010 Tribolium Enterprises (Exclusive Distributor of Smart Communications - Region III) Nueva Ecija, Philippines Responsible for auditing and monitoring of accounts.* Auditing of daily sales remittances and bank statement account.
* Monitoring of accounts receivable and flow of stocks.
* Attending seminars conducted by Smart Communications Philippines.

Accounting Staff - February 2008 to January 2009 Itelecom General TradingSan Juan City, Manila PhilippinesResponsible for accounting cycle of the company.* Handling the accounting cycle (opening, posting entries, banking and closing of accounts) and preparation of various accounting reports via personal accounting system using Microsoft Excel.
* Monitoring and auditing of monthly inventory of SKU’s (Stock Keeping Unit), monthly sales and accounts receivable.

**Administrative Staff** - September 2003 to January 2008Celestar E-Load Enterprises Inc. (Distributor of Smart Communications) Cabanatuan City, Nueva Ecija Philippines * Responsible for processing of e-loads and payments.
* Responsible for updating of smart new system of e-loading and other related products of smart.
* Responsible for daily sales checking and balancing of bank transactions, accounts receivable and accounts payable.
* Responsible for processing of legal documents related to business permit.
* Authorized signatory of President/Major Distributor’s related to electronic load.
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|  Skills & Competencies | * Conversant in Microsoft Office (Word, Excel and Outlook)
* Knowledgeable in Accounting Software (**Solomon 2010**).
* Basic knowledge in Oracle Software.
* Good interpersonal and communication skills.
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| Academic Qualification | **Bachelor of Science in Business Administration Major in Banking and Finance (**March 2003)College of the Immaculate Conception, Nueva Ecija, Philippines(Academic Scholar for SY. 1999 – 2003)Nueva Ecija Association of Northern California Scholar (Yr. 1999 – 2003)Cabanatuan City Scholarship Program (Yr. 1999 – 2003)Member of BSBA Club (Yr. 1999-2003)Municipality of Cabanatuan CityExcellent Grade – On the Job Training (01 April 2002 to 14 May 2002) |
| Relevant Trainings Personal Data | **Smart Communications - Cabanatuan City Philippines** Smart Basic Selling Skills Program ( 16 – 20 March 2009)**College of the Immaculate Conception**Symposium on Career Orientation and Personality Development 31 January 2003)Birthdate: September 11, 1978Birthplace: Cabanatuan City, Nueva Ecija PhilippinesWeight: 100 lbs.Height: 5’2”Civil Status: SingleNationality: FilipinoReligion: Catholic |
|  Character References | Available upon request. |

I hereby certify and attest that the aforementioned facts and figures of my resume are legal and true.