**ALMA**

**Secretary**

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[**ALMA.351310@2freemail.com**](mailto: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 Present  Arabtec 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 Philippines  Responsible 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 2009Itelecom General Trading San Juan City, Manila Philippines  Responsible 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 2008  Celestar 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. |
| 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. |
| 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 City  Excellent 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, 1978  Birthplace: Cabanatuan City, Nueva Ecija Philippines  Weight: 100 lbs.  Height: 5’2”  Civil Status: Single  Nationality: Filipino  Religion: Catholic |
| Character References | Available upon request. |

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