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**Lady**

**Lady.351785@2freemail.com**

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To be able to contribute my skills and abilities to the achievement of the company’s goal and to be in the challenging and innovative job where I can sharpen up and impart my knowledge and skills being an effective and productive part of a team.

A R E A S O F E X P E R T I S E

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| **Accounting** | Bank Reconciliation & ledger Account Reconciliation. Making outstanding detail & follow- up. Maintain Inventory Record on Computer. Entries of cash Book, Sales Bills & Purchase Bills etc. Making Cheques for parties. Maintain Ledger for Sales, purchase. Making Vouchers & Entries. Cash Handling & Preparation of Day Book. Petty Cash Management Vendor & Client Reconciliation Statement. General A/c related work such as preparation of vouchers, record Keeping and accounting transactions.  |
| **Administrative & Secretarial** | Executive Office Support, Front Office Operations Human Resources Management, Customer Service, Records Management Project Lead: Team coordination, schedules, task assignments, and project follow-up Administrative SupportTravel Arrangements, Expense Reporting, Calendar Management, Event Coordination. Responsible for the collection and distribution of mail, faxes, filing and day-to-day general administration duties. Handle department needs in coordination with other functions in an organized manner |
| **Technical Tools** | Ms Excel / PowerPoint/ Word/ Outlook/ Internet /Photoshop/Adobe Premiere(Video Editing)/Final Cut Pro (Mac Video Editing)/ Basic & Advance Photography/Adobe Light room /Graphic Design/ Videography/ Windows 98, Windows ME, Windows XP, Windows Vista, Windows7, Windows 8, Mac El Capitan |

E M P L O Y M E N T H I S T O R Y

**Al Baddad Capital** I **Jebel Ali UAE** I **Receptionist cum Admin I July 2015 to May 2016**

* Welcome visitors by greeting them, in person or on the telephone; answering or referring inquiries.
* Answering and forwarding phone calls.
* Sorting and distributing all mails from post office.
* Directs visitors by maintaining employee and department directories; giving instructions.
* Day to day updating of new contacts of employee.
* Maintains security by following company rules and procedures.
* Oversee, and screen all visitors, clients and suppliers who came by daily.
* Monitoring logbooks and badges of the visitors.
* Monitoring all expected visitors meetings especially VIP.
* Arranging couriers.
* Keeping reception area tidy

 **SAB Machinery Maintenance | SABTECH** I **UAE** I **Admin Officer I July 2013 to July 2015**

* Handles petty cash fund and Prepare summary of liquidations
* Prepares Receipt, Payment Voucher, and Check Payment Voucher and enter into the system.
* Receiving of all kind of utility bills and prepares schedules of payment that include the following: SEWA, DEWA and Etisalat.
* Updates summary of checks, daily cash deposits and checks collection, monitors Post Dated Checks
* Monitors returned checks and prepares schedules for collection.
* Entertain clients for new or renewal of tenancy contract.
* Maintains proper recording and reproduction of documents & update daily efficiency reports.
* Prepares statement of account for delinquent tenant.
* Maintain strict control of confidential documents and negotiable items to prevent loss or misuse.
* Registering all incoming and outgoing documents and controlling all the documents to be distributed in the designated Supervisor of each department, to be used as reference for the monitoring of all documents and further to the management and client’s reference.

**VANTAGE TRANSPORTS INC I Philippines** I**Admin Officer I Februray 2009 to June 2013**

* Generate Contractor’s file from PCDOC system. Reconcile Bank account in FCCU.
* Process Contractor’s Pay for the whole week.
* Day to day updating of TAR in Medi-cal.com
* Performs other functions that maybe assigned from time to time
* Coordinates with other groups/department regarding suggestions, inquiries and complaints.

**WS PACIFIC PUBLICATIONS, INC.I Philippines |Customer Service I Sales Coordinator I April 2008- January 2009**

* Responsible for all Business Center Operator’s ordering.
* Resolve customer complaints via phone, emails, social media etc
* Assist with placement of orders, refunds or exchanges
* Suggest solutions with product malfunctions
* Handle product recalls.
* Facilitate Business Center’s Operator’s summary of transactions.
* Process & facilitate Accounts Receivables & Account’s Payable of BCO.
* Assist and coordinate with the Key Account Officer’s.
* Day to day updating of Shipment & Deliveries order’s
* Assist Monthly, Quarterly inventory of the warehouse.
* Ensures dissemination of information (policies and procedures, ongoing promos).
* Performs other functions that maybe assigned from time to time
* Attends to dealers’ inquiries and other related matters.
* Coordinates with other groups/department regarding suggestions, inquiries and complaints.

**Fil-Jap International Trading I Purchaser Head/Production Planner'/Account Executive-Luzon Area I Oct.2006 –March 2008**

* Documentation, Ability to plan and give time estimation on work load.
* Responsible for setting up & executing the day to day management in the production.
* Assisting and coordinates on all production needs.
* Assist and coordinate with the production supervisor. Day to day updating of items for deliver.
* Inventory and other production works

E D U C A T I O N

Year SCHOOL COURSE

2005 Negros Oriental State University Bachelor of Science in Computer Science /IT Major in Programming

2014 Ohsec-Pinoy Group Basic Photography (Short Course with Certificate)

2014 Ohsec -Pinoy Group Basic AutoCAD (Short Course with Certificate)

2014 Ohsec -Pinoy Group Advance Photography (Short Course with Certificate) 1st HONOR

2015 Ohsec -Pinoy Group Basic Videography (Short Course with Certificate)

VOLUNTEER EXPERIENCE & CAUSES

**Trainer/ Volunteer –Photography and Videography I -Pinoy Group - MTA I July 2014 to May 2016**

* PINOY Group – MTA aims to help fellow Filipino to uplift their Moral thru Education that enables them to use these knowledge on their ventures in U.A.E. Volunteers don't accept donations & compensations are pure love by giving back to community. The group is determined to strive and uphold excellence in its classes to reach a common goal among Filipinos through proficient development in their chosen training. It has a mission to foster solidarity and camaraderie among Filipino groups and communities, and the Philippine Government, through continuous support with their projects and outreach programs throughout the community.

 B A S I C P R O F I L E

* Desired Position: Accounts I Secretary I Admin Asst I Sales Coordinator I Receptionist
* Visa Status: Visit Visa
* Nationality: Filipino
* Marital Status: Married
* Birth Date: May 1,1984