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|  | Experience  Supervisor / Senior Admin (July 2012 – up to present)  Collection Car Center Services  Doha, Qatar  **Supervisor**   * Setting goals for performance and deadlines in ways that comply with company’s plans and vision * Organizing workflow and ensuring that employees understand their duties or delegated tasks * Monitoring employee productivity and providing constructive feedback and coaching. * Resolving issues and complaints of customers. * Proving a link between subordinates and upper management. * Maintain timekeeping and personal records. * Hire and train employees. * Ensure adherence to legal and company policies and procedures and undertake disciplinary actions if the need arises.   **Accounts Admin**   * Maintaining accounts spreadsheets. * Managing petty cash transactions. * Managing cash allocations. * Receiving and processing all invoices, expense forms and other payment request. * Preparing and handling of cheques. * Handling supplier invoices on a daily basis, ensures that it match with purchase orders and delivery notes. * Distribution of supplier invoices for authorization to various departments. * Coordinate with the suppliers in resolving any discrepancies. * Monitor and review of outstanding invoices with prompt resolution of queries. * Processing supplier invoices via QuickBooks Accounting System. * Reconciliation of suppliers’ statements of account. * Ensures that supplier invoices are filed accurately and timely. * Reconcile the Purchase ledger to general ledger on a monthly basis * Assist in the preparation of reconciliation including Balance Sheet reconciliations * Assist in the preparation of bank reconciliations * Reconciliation of Direct Debit mandates   Administrator (Oct. 2009 – Jan. 2011)  Hydro Tech Energy  Doha, Qatar   * Using a variety of software packages, such as Microsoft Word, Outlook, PowerPoint, Excel, Access, etc., to produce correspondence and documents and maintain presentations, records, spreadsheets and databases * Devising and maintaining office systems * Booking rooms and conference facilities * Using content management systems to maintain and update websites and internal databases * Attending meetings, taking minutes and keeping notes * Invoicing * Managing and maintaining budgets; * Liaising with staff in other departments and with external contacts * Ordering and maintaining stationery and equipment supplies * Sorting and distributing incoming post and organizing and sending outgoing post * Liaising with colleagues and external contacts to book travel and accommodation * Organizing and storing paperwork, documents and computer-based information * Photocopying and printing various documents, sometimes on behalf of other colleagues. * Other duties may include: * Recruiting, training and supervising junior staff and delegating work as required   Store Assistant (June 2004 – July 2009)  Dubai Duty Free  Dubai, U.A.E.   * Manage inventory of office supplies and initiate orders. * Perform overage, shortage and damage (OS&D) functions, as required. * Demonstrate internal and external customer service. * Administer freight pick-up process, as required. * Communicate with sales and operations. * Comply with all applicable laws/regulations, as well as company policies/procedures. * Assist customers to determine pick-up or delivery needs and/or status and respond to billing * Perform administrative functions, including but not limited to filing, answering phones and other administrative related work. * Verify and complete required documentation and reports such as productivity information.   Secretary (Jan. 2001 – Jan. 2002)  VJF Tools  San Pedro, Laguna, Philippines   * Perform advanced, diversified and confidential secretarial and administrative duties * Prepare correspondence and materials for management and staff * Collect, compile, prepare and maintain reports, records, files and data * Schedule and maintain calendars of appointments, meetings, and travel itineraries; coordinate related arrangements * Screen telephone calls and visitors and resolves routine and complex inquiries. * Open and release mail to management and/or staff members. * Requisition supplies, printing, maintenance, equipment, and other services. * Maintain and utilize applicable procedural manuals and reference materials * Apply discretion and appropriate security measures in handling confidential and sensitive information. * Coordinate and maintain schedules, appointments, travel, meetings of assigned program coordinators and/or projects. * Respond to constituent/customer inquiries and serve as a “point of contact" for program coordinators and/or projects as assigned * Schedule meetings, take and distribute notes at various meetings, provide administrative follow up on assigned projects, assist in preparing documents/presentations etc. * Prepare reimbursements vouchers and invoices as assigned. * Maintain paper and electronic files and other records.   Education  Course: Computer Systems Management  IETI College  San Pedro, Laguna, Philippines  Year 2002  Course: B.S.E.E.T.  DualtechCanlubang Centre  Calamba, Laguna, Philippines  Year 2000  Skills   * Proficient with MS Office applications * Knowledge in Quickbooks * Knowledge in procurement process * Knowledge with finance process * Knowledge with store process * Strong organizational, interpersonal and time management skills * Good written and oral communication skills * Team player with customer service focus * Ability to multi task * Flexibility / adaptability   Personal Information  Birthday : February 16, 1982  Age : 35  Citizenship : Filipino  Civil Status : Married  Visa Status : Employment Visa - Can Join Immediately |