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|  | ExperienceSupervisor / Senior Admin (July 2012 – up to present)Collection Car Center ServicesDoha, 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 EnergyDoha, 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 FreeDubai, 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 ToolsSan 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.

EducationCourse: Computer Systems ManagementIETI College San Pedro, Laguna, PhilippinesYear 2002Course: B.S.E.E.T.DualtechCanlubang Centre Calamba, Laguna, PhilippinesYear 2000Skills* 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 InformationBirthday : February 16, 1982Age : 35 Citizenship : FilipinoCivil Status : MarriedVisa Status : Employment Visa - Can Join Immediately  |