

**ELAINE**

**ELAINE.361864@2freemail.com**

 **EXPERIENCE**

CNT AIR EXPRESS, Account Receivable Staff, May 2014 - Feb 2017

* Ensures timely delivery of billing invoices to clients and collection of payments by arranging day to day schedule of messengers.
* Contribute to the company by closely monitoring the outstanding balances of each client and follow up payment on a timely basis ensuring that credit terms are followed. Reconcile and coordinate to client any balances due to short payment.
* Follow up timely submission of EWT certificates for BIR reporting.
* Managing and updating Account Receivable record on a weekly basis to monitor overdue accounts.
* Posting of journal entrys in SAP to close balances.

NEW ARCOND BUILDERS INC, HR Officer, Feb 2011 - Jan 2014

* Managed recruitment process and ensures that manpower request for all job sites are being provided.
* Conducts orientation for newly hired employees and secure all onboarding requirements.
* Implement the company rules and regulations in the main office as well as in the job sites.
* Coordinate with the job site supervisors to monitor the strict implementation of company rules and regulations.
* Coordinate with the Site Supervisor to monitor the performance of the employee assigned in the different job sites for job evaluation and renewal of contracts.
* Monitors paid leave of employees and assist in computation of payrolls for the sub contractors.
* Furnish memorandums for when necessary.
* Attends to different employee concerns when needed.
* Manage termination process and performs exit interview for terminated or resigned employees.
* Processing of employee clearance for the computation of terminal pay or gratuity pay.
* Assist the consultant in revising and updating the company system processes of each department in preparation for the ISO certification.

BETA ELECTRIC CORPORATION, HR Assistant, Sep 2008 – Feb 2010

* Managed recruitment process and ensure that manpower request for different job site are being provided.
* Managed safekeeping of employee 201 files and other hr documents.
* Renew employee contracts.
* Update recruitment report every 2nd week of the month.

**EDUCATION & SKILLS**

Pasig Catholic College, Pasig Philippines
Bachelor of Science, Major in Psychology

Psychological Test Administration and Interpretation, Job Evaluation and Program Implementation, Proficient in MS Office ( Word, Excel, PowerPoint), Basic knowledge in SAP, Basic knowledge in UAE labor law, Basic knowledge in Accounts Receivable, Collection and Reconciliation of balances.