**JULIE**

**JULIE.363307@2freemail.com**

**SUMMARY OF QUALIFICATIONS**

* Over 10 years of experience in HR & Accounting
* Demonstrate ability to work minimum supervision or team player
* Professional communications skills include fluency in English (with IELTS test - CLB6)
* Graduate of B.Sc. in Commerce
* Computer Skills include – MS Office, internet & email, WPS – Wages Protection System - Software

Visual Finance & Logistics (Accounting Software), ERP & Great Plains

**PROFESSIONAL EXPERIENCE**

**Accounts Assistant**

Arabian Jerusalem Equipment Trading Co. LLC November 24, 2009 – June 30, 2017

Industrial 10, P.O. Box 37 Sharjah, United Arab Emirates

**Duties & Responsibilities**

* Handling Accounts receivables/payables (suppliers' invoices of workshop)
* Preparation of daily Bank deposits
* Telex transfer made to International suppliers'
* Daily Accounting transactions (Debit Note, Credit Note, Journal, Receipts and Payment vouchers)
* Monthly payroll (Yard & Staff)
* Calculation of employees' leave/end of service (gratuity)
* Reconciliation of Ledger (Old & New Software)
* Monthly sales commission report
* Inter-company transactions
* Petty cash fund Transactions
* Releasing of prepaid Cheques to suppliers
* Workshop related works like delivery note, (clerical Support to Finance Manager, scanning, mailing & photocopying)
* Filing & Safekeeping of files
* Attend to other task assigned by the Finance Manager

**Personnel Assistant**

Kalinisan Steam Laundry , Inc. June 01, 200 - June 02, 2009

Quezon City, Philippines

Human Resources Department

**Duties & Responsibilities**

Payroll Functions

* Timekeeping of casuals employee
* Monitoring of other deductions
* Payroll entries, cheque request & payslip
* Payroll Disbursement
* Encode casuals payroll for alpha listing Recruitment Functions
* Initial interview or preliminary interview
* Test Administrative
* Placement
* Employment requirement
* Company Rules & Regulations Orientation (CRR) Wages & Benefits Administration
* Prepares Employment contract & ID’s
* Prepares mancount/masterlist
* Process company benefits such as emergency loan, uniforms, Bonus
* Prepares law mandated benefits, 13th month pay, 14th month
* Prepares payment for SSS, PAG-IBIG, Philhealth & ECC monthly remittances
* Posting of employees SSS, PAG-IBIG & Philhealth contributions

General files are maintained 201 Files maintenance

**Compensation & Benefits Assistant**

KALINISAN STEAM LAUNDRY, INC. January 17, 1997 – May 31, 2003 Quezon City, Philippines

Human Resources Department

**Duties & Responsibilities**

* Monitors daily attendance and work schedules of all employees
* Maintain an accurate records of vacation and sick leave and availments
* Inputs/Updates overtime, SL/VL and other timekeeping related transactions into the timekeeping system for payroll processing(Fox Fro software)
* Prepares the annual SL/VL cash conversion and annual SL/VL earned report
* Monitors and prepares MDAs of employees tardiness.
* Prepares employees' movement reports (R/F and Supervisor
* Computation of Individual Performance appraisal
* Prepares employees' movement reports (R/F and Supervisor)
* Computation of Individual Performance appraisal
* Conduct monthly Birthday Lunch.
* Monitors perfect attendance
* Prepares contracts and ID's of newly hired employees
* Disbursement of petty cash, and casuals' payroll
* Processed BIR application, SSS employment report & PAG-IBIG membership
* In-charge of Purchase & check request of Company uniforms and other supplies
* Process employees monetary benefits, 13th month pay, bonuses, quit claims

**Materials Coordinator**

GTI Sportswear, Inc. - November 29, 1998 to December 24, 1996 Quezon City, Philippines

Product Planning & Materials Control Department

**Duties and Responsibilities**:

* Prepares of LCA (letters credit Application)
* Making trim cards of accessories & fabric for customer references
* Preparing of picking/requisition slip
* Monitors and ordering of accessories imported & local through faxes
* Preparing allocation memo, request for payment
* Make an actual inventory of accessories
* Preparing packing instructions based on specs given by the respective customers
* Follow up with suppliers based on delivery date
* Prepares quantity per size/color for cutting

**PERSONAL DETAILS**

Gender: Female

Marital Status: Married

Visa Status: Employment

Place of Birth Iriga City Camarines Sur, Philippines

Country of Permanent Residence Philippines

**EDUCATION**

June 1991 to October 1995 Bachelor of Science in Commerce

Major in Management

University of Saint Anthony

June 1988 – October 1991 Bachelor of Science in Agriculture

Major in Animal Science

Camarines Sur State Agricultural College

June 1990 – 1991 Computer Programming

DBS Computer Center

Naga City, Camarines Sur

**REFERENCES**

Available upon request