**LAZARTE**

Address: Diera, Dubai, UAE

Email Address: [lazarte.363743@2freemail.com](mailto:belle_lazarte@yahoo.com)

**Objective**

A career opportunities where I can utilize my technical skills, educational attainment and enable to make a positive contribution to the company.

**Working Experience**

Oct 6, 2015 – March 5, 2017 **SCIENTIFIC BIOTECH SPECIALTIES INC.**

501-502 , 5TH Floor Metro Star Building, 1007 Metropolitan

Avenue, Makati City, Philippines 1205

**Duties & Responsibilities Accounting Clerk**

1. Calls Correspondence – Outgoing & Incoming to Bank Affiliates,

Inquiry & Follow-Up to Valued & Newly Customers and other correlated routine of tasks.

1. Disbursement Entry *(Cash & Checks Issuances)* – Pay-out for Product & Services, Office & Manpower Expenditures, Doling out of Donations.
2. Documentation – Constant monitoring and updating of Log List, Bookkeeping/Filing of Documents

March 2013 – Aug 2015 **BSD CAPRI CONCRETE SUPPLY**

(Construction Supply)

924 A Antonio Maceda Street Sampaloc, Manila, Philippines

**Duties & Responsibilities Admin & Accounting Staff**

1. Calls Correspondence – Outgoing & Incoming to Suppliers and Clients.
2. Products Inventory – Constant Checking and Monitoring, Bookkeeping/Filing of Documents.
3. Receiving and Checking of Products Delivery.
4. Pay-out Issuances of Check to Suppliers.

March 2011 – January 2013 **JSIZONE INTERNET CAFÉ**

(Computer Services w/ Sub-Outlet of Zagu & Foods Corp.)

Manila, Philippines

**Duties & Responsibilities General Administrator**

Handle Technical Operation’s & Monitoring Correspondence

1. Handle enduring customer relation
2. Checking and monitoring of products and services
3. Checking sanitation of working station.
4. Checking Manpower Schedules
5. Create promotions to uplift market sales

April 2009 – January 2011 **ZEAL\_ART RESTO BAR**

LB Square, Lopez Ave., Brgy. Batong Malake

Los Baños, Laguna, Philippines

**Duties & Responsibilities Manager**

1. Handle Operation and enduring customer relation
2. Assisting & Checking Schedule and Task of Crews
3. Checking & Monitoring/Inventory Correspondence
4. Create promotions to uplift market sales
5. Checking sanitation of working station.

May 2006 – Jan 2009 **FORTSTEEL CARGO INTEGRATORS INCORPORATED**

Rm. 202 Burke Building

Burke, Cor. Escolta Binondo, Manila, Philippines

**Duties & Responsibilities Office Staff**

Assist Customer’s (Personal and Incoming Calls)

Incharge of the ff.

* Make Statement of Account
* Issuance of Check and OR

**Personal Secretary of President/OIC**

* Clerical Job (mostly on calls & paper works)
* Handle appointments, minutes of the meeting & other related activities.

**On the Job Training**

June 2003 – December 2003 **FORTSTEEL CARGO INTEGRATORS INCORPORATED**

Rm. 202 Burke Building

Burke, Cor. Escolta Binondo, Manila, Philippines

**Summer Job**

March - June 2001 **KODAK KAMERAWORLD**

Harison Plaza, Manila, Philippines

**Duties & Responsibilities Admin & Sales Staff**

Assist Customer (Products, Order & Billing Section)

**Educational Attainment**

**Elementary** Yr 1991 – 1996 **Dr. Alejandro Albert Elementary School**

Sampaloc, Manila, Philippines

**High School** Yr 1996 – 2000 **University of the East**

Recto, Manila, Philippines

**College**  Yr 2000 – 2004 **Philippine Christian University**

Taft, Manila, Philippines

***Course Business Administration Major in Management***

**Personal Data**

Date of Birth : December 26, 1983

Age : 33 yrs. old

Civil Status : Married

Height : 5’7”

Weight : 180 lbs.

Languages Spoken : Filipino & English

Religion : Born Again

**References**

Available upon request.