MA.THERESA

[THERESA.364203@2freemail.com](mailto:THERESA.364203@2freemail.com)

**(MATHEZ)**



**Skills**

Customer Service │Glovia │MYOB System

Microsoft Office │Telephone

### Career Experience

**OIL STATE ASIA PTE LTD (Jul 2011 – Jan 2017-Singapore)**

**Quality Control Admin Assistant**

**Reporting to**

* Communicate with Quality Engineer, Quality Inspectors, Project Engineer and Sales Executive for completed projects
* Prepare and assist Quality Control Inspector all inspections reports for Subsea & Connector Data Book Compilation.
* Update all Quality Records for NDT Certificates, Mill Certificates and documentation
* Scanning and Uploading of documents to Master Control
* Coordinate with Customers concerns and issues in Data Book Compilation
* Liaise with 3rd Party Inspectors to ensure all changes and amendments are documented properly in Data Book Compilation
* Monitoring all time sheets of Quality Inspectors
* Assist for creating Purchase Requisition for Connector parts
* Ensure proper documentation and meeting company’s requirement
* In-charge of stock taking during annual Physical Inventory

**MARRIOTT ESTATE & DEVT. CORP. (Jan 2004 – Jun 2011-Philippines)**

**Financial** **Accounting/Admin Head**

* Dealt with different buyers, receives payments and coordinate with issues about lot contract and terms
* Prepare and update of monthly reports, Cash Receipts Journal, Journal Voucher, Sales Report, Statement Account, Customer Records of all buyers
* Monitor & manage monthly office bills like Association dues, electric, water, internet, company phones
* Encoding of all accounting journals to MYOB accounting software
* Petty Cash Custodian
* Perform jobs of credit and collection, aging of Accounts Receivable
* Proper handling of cashiering functions including safety deposit of all collections
* Prepared monthly statement of accounts of all buyers
* In charge of compensation computation, checking of time cards, summary of leaves, employee’s benefits, commission and employees attendance
* Deal with various Government Institution to verify changes in monthly contribution, new Government rules about wages increase such as Dole, Bureau of internal Revenue, Social Security System, Home Development Mutual Fund
* Maintain accurate and update record of books of accounts like Cash Disbursement Sales Book, Trial Balance, Balance Sheet, Financial Statement, Bank Reconciliation
* File all remittances SSS, Value Added Tax, Withholding Tax-Expanded, Compensation
* Assess and secure local government requirements and transact with Philippine Retirement Authority, Alien Employment Permit about membership renewal, various matters about Immigration, applying for Visa, passport, License Permit and Mayor’s Permit
* Prepare yearly real property tax of all properties

**Marketing**

* Assess and Prepare the buyer’s title transfer, Deed of Absolute Sale, Contract to Sell
* Coordinate with Assessor’s office and Registry of Deeds
* Prepare Statement of Accounts
* Prepare Customer Service Control

**Admin**

* Coordinate with various travelling agencies about booking of flights, flights schedules and promos
* In charge of checking of vehicle repairs and maintenance, gasoline, periodic check ups
* In charge in personnel function like monitoring of 201 file, interviewing of applicants
* Monitoring Office Supplies consumption Record, Communication expense
* Creating and organizing of files of individual buyer’s folder, various documents
* Attending to other matters that may be assigned from time to time

**HOUSING PROFESSIONALS, INC (Mar 2003 – Dec 2003)**

**Accounting Assistant**

**NEW LINE INDUSTRIES (FEB 2002 – MAR 2003)**

**Accounting Assistant**

**BC LEE ACCOUNTING FIRM (AUG 2001 – FEB 2002)**

**Accounting Assistant**

**SECOSANA BAGS (JUNE 2001 – JULY 2001)**

**Sales Representative**

* Working as part of the sales team to develop both new and existing markets
* Involved in developing sales and strategies
* Liaising with customers and the dealer network to answer and resolve their queries
* Responsible for developing own portfolio of customers
* Writing accurate and informative sales report and documentation
* Identifying the customer’s needs
* Cold calling potential clients via telephone and update with the new products

**DUNKIN DONUT’S COFFEE SHOP (MARCH 2001 – MAY 2001)**

**Service Crew**

* Responds to specific guest needs and resolves problems with a sense of urgency
* Holds guests as highest priority and ensures each guest is highly satisfied
* Maintains a clean and neat workstation and completes through cleaning of guest areas as directed
* Complete all required training and support the training of other team members
* Effectively executes restaurant standards and marketing initiatives
* Follows all procedures related to cash, cleanliness, food safety and restaurant safety and security

##### Academic/Professional Qualifications

2001 : P S B A REVIEW SCHOOL FOR ACCOUNTANCY, Quezon City – Philippines

2001 : Bachelor of Science in Accountancy, Philippine School of Business Administration  
 Quezon City

**Training / Seminars Attended**

2016 : Advanced Spreedsheets, Microsoft Excel 2010

2001 : Marketing Warfare

##### Personal Particulars

Age : 36

# Sex : Female

# Date of Birth : June 6, 1980

# Citizenship : Filipino

Languages : Tagalog, English

Marital Status : Single

###### **References**

Available upon request