** Alison**

**Alison.366503@2freemail.com**

**Objective**

I am an energetic and hardworking person, educated with a degree in Philosophy from a formation center and a major seminary.

The work experiences, social and religious values that I have acquired will be of great support to any company that I would be engaged or to any work that I would be involved with in the future.

**Education**

* *Our Lady of the Angels Seminary (OLAS) - A.B. Philosophy; From June 2010 to March 2013—Bagbag, Novaliches, Quezon City*
* *Divine Word Formation Center – Divine Word College of Urdaneta (DWFC – DWCU)Bayabas, Urdaneta City, Pangasinan; From 2008 to 2010*
* *Holy Spirit Academy of Bangued (HSAB) – High School; From 2004 to 2007—Bangued, Abra*

**Qualifications**

1. **Good in Customer Services**
2. **English Proficiency (Good speaker and Writer)**
3. **Well verse with MS office 2010 (EXCEL\_VLOOKUP and PIVOT), HTML Front page, ACCES, TALLY, PHOTOSHOP and Internet Techniques.**
4. **With knowledge in Procurement Process**
5. **With knowledge in Audit and Financial Accounting Administration**
6. **With knowledge in Admin Coordinator**
7. **Excellent in Document controlling**
8. **Completed Diploma Bachelors of Liberal Arts Major in Philosophy.**

**Work Experience**

**Employers:** DSWD since 2015-2017

 CCAGG since 2014-2015

**Responsibilities:**

(ADMINISTRATION DEPARTMENT)

* Responsible for controlling all documentation related activities in the project.
* Support and Coordinates with discipline with administration and control.
* Data Entry of in carry/dispatch/Updating Contracts/Bill details.
* Prepares monthly accomplishment report regarding to project updates
* Control and maintain project Record of incoming project documents.

CASH MANAGEMENT:

* Knowledge in Cash Management, Prepare Annual and Month Cash Flow, Ensure Consistency of Amounts and take corrective actions.

CASH COLLECTION:

* Ensure that revenue invoices are issued according to contract and get paid on timely manner.

ACOUNTING:

* Ensure that the invoices are correctly posted, in accordance with organization/company’s policies.

PROCUREMENT COORDINATOR:

* Ensure all bid documents are consistent prior to bidding conference
* Attend bidding conference and make documentation
* Provide No Objection Letter from the contract bidder after awarding of winning supplier/contractor

**TRAININGS ACQUIRED**:

A Trainee (On the Job Training) – July-September 2013

* Three weeks Training Experience in Finance, Audit and Inventory
* Community Organizing Orientation; Actual Practice and Facilitation
* OJT on Resource Inventory
* Coordination and Mobilization with Organizations / Community POs and Companies
* Secretariat & Documenting Meetings / Conferences & Trainings
* On-site Monitoring & Evaluation of Business Projects with the CCAGG Monitoring Team
* Orientation on the Procurement Process and CSO Participation / attendance to the Bids & Awards Committee (BAC) meetings.
* A trainee – participant; documentation assistant & secretariat support to the following activities:
1. July 3, 2013 - “Public Forum on the Implementation of Conditional Cash Transfer Program under the 4Ps of DSWD “ (conducted by CCAGG through its CCT Watch Project; funded by Partnership Transparency Fund)
2. October 9-10, 2013 – “Training on Entrepreneurial Development - a Component of Livelihood Project Program.

**Personal Skills:**

-Efficiency; reliability; accuracy with numbers

-Excellent financial analytical and skills writing

-Outstanding supervisory, communication and interpersonal skills

-Strong ability to manage conflicting and changing priorities

-Established organizational skills

-Ability to Develop and lead team

-Flexible in work and can handle issues and concern