

**MICHELLE**

**MICHELLE.367200@2freemail.com**

**PROFILE:**

An individual who is result-oriented professional with comprehensive accounting knowledge, administrative skills and committed to customer service seeking further challenges with increased responsibility and growth potential where my expertise and relevant experience can contribute towards an organization’s corporate vision and goals.

**QUALIFICATIONS AND SKILLS:**

* Highly proficient computer skills including Word, Excel, PowerPoint and e-mail applications.
* Exemplary customer service skills including the ability to identify needs, provide prompt response, and exercise patience, respect and professionalism in all interactions.
* Skill in communicating effectively, both orally and in writing.
* Skill in researching and analyzing issues and offering creative solutions.
* Highly effective organizational and time management skills.

**PROFESSIONAL EXPERIENCES:**

**Corporate Research and Investigations LLC (CRI Group)**

*DIFC, Dubai, United Arab Emirates*

**Corporate Research and Investigations LLC (CRI Group)** is a risk management company that provides comprehensive due diligence review, background screenings, and other professional services.

**As a Research Analyst** who’s liable forhandling all clients’ queries and concerns and to meet all the requirements efficiently.

***(****September 1, 2013 – June 30, 2016)*

**KEY ACCOMPLISHMENTS:**

* Managing and handling all the concerns and requirements of one of the biggest client and other clients of the company.
* Conducting due diligence reports, background checks in accordance to clients’ varying requested scope.
* Conducting employment and educational verifications through phone calls, emails and/or visitation if possible.
* Coordinating and efficiently negotiating with suppliers and sources of the company in different jurisdictions (UAE and other countries) to gather required information.
* Supervising suppliers and international partners with the direct interviews and site visits in Asia and Africa with subject companies and principals as per clients’ compliance program to prevent anti-competitive behavior and other conflict of interests.
* Assisting other associates with the given errands.
* Welcoming visitors and clients, receiving and scanning telephone calls, mails and others when receptionist is not available or as needed.
* Performing all clerical and administrative duties (filing, scanning, typing, faxing & copying etc.)
* Preparing of monthly invoices.
* Carrying out any other tasks and assignments given by the management

**Advance Credit Corporation (Lending Company)**

*Cabanatuan City, N.E. Philippines*

**Advance Credit Corporation** is a fast growing lending company in the Philippines that provides financial/credit services to entrepreneurs and small business corporations in the locality where they are situated in.

**As an Accounting Analyst/Bookkeeper** who’s liable forrecording of financial transactions.

***(****August 3, 2011-July 31, 2013)*

**KEY ACCOMPLISHMENTS:**

* Analyzing/Checking daily cash flows of branches.
* Posting daily transactions of branches such as purchases, loans receivables, receipts and payments of clients.
* Check bank deposits and receipts of money made by the branch’s cashier.
* Accomplishing Monthly Performance Reports of Branches.
* Managing and handling concerns of branches.
* Maintaining daily proper filing system & organizing paper flow.
* Check accounts payable and accounts receivable.
* Prepare financial statements and reports, including the profit and loss statement and balance sheet.
* Prepare monthly bank reconciliation report.
* Prepare appropriate schedules and reports requested by Accounting Manager.
* Performing all clerical and administrative duties (filing, scanning, typing, faxing & copying etc.).

**GM Bank of Luzon (Banking and Lending Company)**

*Cabanatuan City, N.E. Philippines*

**GM Bank of Luzon** is an established and fast growing rural bank in the Philippines that aims to produce a more conducive financial service to its clients.

**As an Executive Assistant (Assistant to the Senior Vice President/Head-Branches and Marketing)** who is responsible for coordination, implementation of office procedures and client service relation.

(*April 2010-June 3, 2011)*

**KEY ACCOMPLISHMENTS:**

* Greet and welcome visitors and clients in approachable and professional manners and determine whether they should be given access to the SVP or other higher positions.
* Provide a high level of client/customer service by assisting and assessing their needs in person or over telephone calls.
* Communicate and understand well the concerns of the clients.
* Accomplishing Weekly and Monthly Performance Reports of Branches.
* Setting meetings for the Senior Vice President for Marketing Head.
* Managing & Handling and screening incoming phone calls, taking messages.
* Maintaining daily proper filing system & organizing paper flow.
* Taking minutes of meeting.
* Drafting letters and other documents, such as PowerPoint presentations.
* Performing all clerical and administrative duties (filing, scanning, typing, faxing & copying etc.).

**EDUCATIONAL ATTAINMENT:**

College : **Bachelor of Science in Business Administration**

 **Major in Financial Accounting**

 ***Araullo University-PHINMA Education Network***

 *Cabanatuan City, Nueva Ecija, Philippines*

 April 2010

 Secondary : **Araullo University-PHINMA Education Network**

 *Cabanatuan City, Nueva Ecija, Philippines* March 2006

 Primary : **Daan Sarile Elementary School**

 *Daan Sarile, Cabanatuan City, Nueva Ecija, Philippines*

 March 2002

I hereby certify that the above information is true and correct with the best of my knowledge and ability.