# ELAINE

**E-mail address:** ***Elaine.381011@2freemail.com***



**CARREER OBJECTIVES:**

## Dynamic, self-motivated and results-oriented professional is seeking a position that will fully utilize skills in the areas of Administrative work, Book keeping (Accounts), customer service.

## Desirous of a challenging role that will provide an opportunity for growth and career advancement.

**HIGHLIGHTS OF QUALIFICATION:**

* With 7 months experience up to present as Account Assistant cum Cashier , Receptionist, Sales person & Personnel in Company of Perfume scents product . Energetic with background in sales service, Skilled at building who diligently follows up on all leads to drive new business,
* With 2 years experience a**s Bookkeeper** in **Accounting Department**. I am Responsible for the direct handling of day to day accounting operations to attain goal of the department for transparency, efficiency, error free and timely recording of the resort’s financial operations.
* Assisting the Accounting head in ensuring accounting operating efficiency and quality service delivery consistent with the established resort policies and procedures on internal control.
* Excellent Customer Service Skills, Excellent interpersonal as well as written and verbal communications skills, Business correspondence and communications writing
* Office management, scheduling, research and coordination
* Ability to accurately establish priorities and adapt to changing needs
* Highly innovative, reliable, hardworking, trustworthy, flexible and a fast learner
* Goal oriented and well organized, multi-skilled, discreet with confidential matters
* Self-motivated, fast learner, resourceful, independent, pro-active, and a team player
* **Computer literate (Microsoft Office Application – Excel, Word, Power Point, Google Drive)**

## WORK EXPERIENCE:

**Account Assistant, Receptionist, Cashier, Admin**

**Era Global Genera Trading**

Port Saeed Dubai Shopping Center

Deira Dubai U A E

December 10, 2017 up to present

* Responsible for preparation of daily transaction Report
* Follow up clients for their needs
* Preparation of Monthly Sales Report, Expenses & inventory
* Update Available Products on the market online
* Monitoring Daily Product Inventory
* Prepare financial Report
* Cash flow

**Bookkeeper**

**LalagunaVillas Resort**

Puerto Galera, Philippines

April 01, 2015 up to September 30, 2017

**Duties & Responsibilities:**

* Responsible for daily currency rates update on OARS System
* Responsible for reviewing and receiving guest payments from arrivals and departures
* Responsible for recording cash pay outs for guest related activities
* Responsible for checking, reviewing and preparing Statement of Accounts for all arriving and departing guests/monitoring room rates for all partner agents
* Responsible on reconciling bookings done by Expedia, ensuring all bookings are duly matched versus the resort spreadsheet records.
* Checking all items and figures lodged on OARS to avoid overcharging or undercharging.
* OARS Cash settlements for all guest payments.
* Prepare for Monthly Sales Report
* Monitoring and review of resort’s leave of credits for all payroll employees
* Checking and Review of employees’ attendance records for payroll preparation.
* Prepare and encode payroll for employees and coordinate same to the funding bank
* Recording and updating administrative schedules and information in OARS.

**Bookkeeper**

**New Nemar Development Corporation**

Puerto Galera, Oriental Mindoro

March 26, 2005 to March 31, 2015

**Duties & Responsibilities:**

* Building company’s goodwill through verbal as well as written promotions of the product and Taking charge of the different daily activities of the company:
* Issuing receipts for full and partial payment of clients and for their monthly amortization & updating the company’s target collection report to arrive to the percentage of collection
* Preparing vouchers for petty cash disbarment as a liquidation of the company
* Updating the company’s target collection report to arrive to the percentage of collection
* Recording & preparing daily collection in cash receipt book, monthly operations report as well as the trial balance, their recapitulation, journal entry, aging, inventory and the computation of monthly percentage of the target collection.

### Tourism Clerk

**Municipal Tourism Office**

**Puerto Galera Philippines**

January 6, 2003 – December 31, 2003

 **Duties & Responsibilities:**

* Providing both local and international tourism communities with best information about Puerto Galera through verbal promotion/information dissemination.
* Helped in planning and implementing activities and programs.
* Visiting and gathering tourism information and services from various resorts and establishments in Puerto Galera.

#### PERSONAL DATA

Date of Birth : February 12, 1979

Place of Birth : Philippines

Height : 5’4”

Weight : 110 lbs.

Visa Status : On Visit Visa - Valid Until August 2018

###### EDUCATIONAL BACKGROUND

##### College Degree : **Saint Bridget College**

 M.H. Del Pilar Batangas City, Philippines

Course : **Bachelor of Science in Business Management**

 1998 – 2002

Secondary : **Puerto Galera Academy**

 Puerto Galera Oriental Mindoro

 1992 – 1996