

Mary

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**Objective:** To work in competitive company for the position that would offer a great challenge and better opportunity, and to apply and contribute my learning and knowledge from my previous work experiences for the betterment of the company.

**Skills**

* Computer Literate
* Proficient in Microsoft Word, Excel, and Power point
* Basic Knowledge in Accounting ( Tally, Peachtree, Quick books and Pact)
* Interpersonal Skills
* Facilitating and management skills
* Listening Skills

**Work Experience**

Job Title: Admin/Secretary cum Accounts Assistant

 Arabian Desert Tourism

 October 2013 – Present

***Duties and Responsibilities:***

* Answer telephones and give information to callers, take messages, or transfer calls to appropriate individuals.
* Locate and attach appropriate files to incoming correspondence requiring replies
* Preparing letters and contracts for partnership
* Checking employee’s attendance
* Assisting for Preparation of Payroll
* Proper filing of all the employee and accounts related documents
* Preparing letters and contracts for partnership
* Establish work procedures and schedules, and keep track of the daily report
* Review work done by others to check for correct spelling and grammar, ensure that company format policies are followed, and recommend revisions.
* Prepare journal entries and check General Ledger
* Checking, verifying and doing bank transactions
* Monitor the receivables and payables and report to the head.
* Prepare cheques for expenses and payments.
* Receiving and processing all invoices, expense forms and requests for payment.
* Assisting with credit control, chasing debt via telephone, email and letter allocating incoming payments.

Job Title: **Personal Assistant / Accounts In-charge**

 Doha, Qatar – Private Financial Services/ Loan

 May 2011 – Nov 2012

***Duties and Responsibilities:***

* Interview borrowers/ attends client’s needs
* Plan, prepare and arrange activities
* Manage the necessary needs in the business-typing documents
* Will check collateral related documents on regular basis
* Will report on non-performing loans and will take action where applicable
* Will evaluate and report on the collateral portfolio
* Organize and update the data in the folder and spreadsheet on time
* Document all payments received and keep the records and receipts safely
* Monitors and compute monthly profit progress/ Responsible for all accounts
* Contact and remind clients for their payment

Job Title: **Part-time Secretary**

 Ateneo de Davao Employees Credit Cooperative

 2007 – 2010

***Duties and Responsibilities:***

* Will check collateral related documents on regular basis
* Will report on non-performing loans and will take action where applicable
* Will evaluate and report on the collateral portfolio
* Organize and update the data in the folder and spreadsheet on time
* Document all payments received and keep the records and receipts safely

Job Title: **Classroom Teacher**

 Ateneo de Davao University, Davao City

 June 1998 – May 2011

***Duties and Responsibilities:***

* Models correct use of language, oral and written
* Conducts assigned class as the time scheduled
* Maintains accurate, complete and appropriate records and files reports promptly
* Demonstrates timeliness and attendance for assigned responsibilities
* Demonstrates communication and interpersonal skills as they relate to interaction with the students, parent, other teachers, administration and other school personnel
* Is possible to students and parents for conferences according to system policies
* Works cooperatively with school administrators, special support personnel, colleagues and parents

Job Title: **Class Moderator**

 Ateneo de Davao University, Davao City

 June 2001 – March 2011

***Duties and Responsibilities:***

* Enforces regulations concerning student by conduct and discipline
* Maintains confidentiality of students and students’ record
* Facilitates home-school community by such means as holding conferences, Telephoning and sending written communications
* Assume responsibility for supervising students in out-of-class settings

**Educational Background**

**Tertiary Bachelor of Secondary Education**

University of Southern Mindanao

 Kabacan, Cotabato, Philippines

April 1998

 Major: Filipino Minor: Mathematics

**Graduate School Masters of Education**

 **Ateneo de Davao University**

 Jacinto St. Davao City, Philippines

 24 units

**Personal Reference**

Birth Date : October 30, 1977

Place of Birth : Philippines

Civil Status : Single

Height : 5'2”

Citizenship : Filipino