

**Sheryle**

Dubai, United Arab Emirates

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“To make sure that the office flows smoothly with proper coordination in all departments”

**Work Experience**

**Admin/HR/Purchasing/Accounts Assistant/Document Controller – Jan. 16, 2018 – August 31, 2018**

Reference Group, LAMSA AKHIRA Technical Services LLC(Dubai, UAE)

* Greet and entertain clients who come in the office while controlling them to sit and wait in the reception area while informing the desired person to meet.
* Answering and initiating telephone calls politely.
* Assisting Human Resource such as monitoring all employees’ Visa and Passport validity and keeping all necessary documents organized. Monitoring daily attendance, leave of absence and reasons. Making memos and letters.
* Accounting works such as preparing quotations and salaries. Computations of petty cash funds and encoding it in the system, the General Journal Entry.
* Monitoring emails. Responding and sending for quotation requests, inquiries and other email transactions.
* Maintaining the log book especially the important documents coming in and coming out.
* Clerical tasks such as photocopying, scanning, and following emails and receiving documents and invoices, issuing cheques and deposits.
* Requesting and negotiating for materials used and processing LPO’s.
* Executive secretary of the CEO and assisting his personal documentations.
* Filing and office custodian.

**Restaurant Supervisor - Nov. 7, 2017- Jan. 11, 2018**

Al Dayaa Lebanese Restaurant(Dubai, UAE)

* Overseeing operations.
* Ordering and managing inventory.
* Building sales and profit.
* Monitoring the temperature/kitchen and restaurant cleanliness/storage.
* Assisting customers and staffs complain and requests.
* Assisting all staffs while monitoring their performances.
* Main receptionist/floor manager during busy hour.
* Handling Suppliers

**Independent Property Consultant since 2008**

(Accredited to Vista Land, Orchard Property Marketing Corporation and Raw lots for sale in Davao and Samal, Philippines)

**Property Consultant (Independent, Part time)**

ZTR Realty and Brokerage (Davao City)

January 2017-Present

* Client’s consultation pertaining to different projects in the area and documents processing as to loans.
* Advise investors with their long term investment planning.
* Formulate client’s investments strategies, helping them fulfill their needs and goals.
* Oversee residential and commercial properties.
* Process tenants and clients transactions such as lease, agreements, and rental payments that takes place on their property.
* Help a client sell a home, or as a buyer’s agent to help the client.

**Unit Manager(Independent)**

Avon Cosmetics, Inc. (Davao City)

Jan 02, 2011-august 31, 2017

* Organizing, planning and implementing strategy.
* Analyzes total store expenses including comparisons to forecasted results and trended results.
* Ensuring store schedules are met by employees.
* Provide customer support to employees and vendors queries, payment status, and other related AP-related inquiries.
* To perform accounting computations and calculations accurately, and try to identify if there are discrepancies, and if there are any errors, try to resolve them.
* Answer questions and provide assistance to business owners, customers, and clients as requested.
* Assist with collection and management of the client account balances.
* Prepares monthly, quarterly and annual audit.
* Responsible for overseeing others sales assistant working on the shop floor.
* To do marketing, power point presentations and promote products and do some demos like make up demo, products training and other trainings.
* Build in-store relationship with all levels of management and selling teams.
* Recruit, train, motivate and develop team of make-up artist.
* Educate selling teams.
* Provide ongoing feedback and coaching to make-up artist.
* Assist walk-in customers and make sure their shopping experience is enjoyable so that they will come back.
* The goal is to provide high class customer service and to increase company’s growth and revenue through sales maximizations.
* Monitor and maintain store inventory.

**Finance Assistant**

North Asia and Manpower Services (assigned to Bounty Agro Ventures, Inc.)(Davao City

2008-2009

* To process and oversee the work of financial transactions, accounts payables, accounts receivables, vouchers, etc., by thoroughly checking and correcting the accounting and other relevant financial records.
* Act as recording secretary during meetings.
* Responsibility for petty cash including maintenance of petty cash records and completion of cash reconciliation.
* Banking and preparing cheques and cash received at the Trust.
* Assisting in preparation of complete financial statements, payroll computations, and timely preparations of bank reconciliation.
* Physically count inventory.
* Assist with financial reporting to managers and senior executives.
* Set client fees and adjust fees as needed.
* Secures information by completing database backups.
* To record and process the revenue transactions.

**SALES ASSISTANT**

Sara Lee Direct Selling, Inc. (Kidapawan City)

2004-2006

* Review invoices and vendor information for billing accuracy to prevent discrepancies, duplicates and unauthorized charges.
* Organized store activities.
* To assists independent dealers during their purchase orders.
* To remind dealers on their due dates.
* To follow up and make dealers achieved their sales target.
* To promote new products.

**ACCOUNTING STAFF**

Cookie Masters (Davao City)

2002-2004

* Providing telephone support, filing, transcription and the production of forms.
* Responsible for billing activities, such as accounts payables and accounts receivables.
* Provide all clerical assistance.
* Prepare bank deposits, general ledger posting and statements.
* Preparing an accurate accounting record.
* Help control operating expenses.

**ASSISTANT MANAGER**

Anda Resto-Bar (Davao City)

Nov.2001-Dec2001

* Organized restaurant activities.
* Perform basic bookkeeping duties.
* Compile financial records.
* Overseeing stock levels.
* Promoting and marketing the business.
* Agreeing and managing budgets.
* Producing staffs rotas.
* Ensuring compliance with licensing, hygiene and health and safety.
* Ordering supplies.
* Preparing and presenting staffing/sales reports.
* Handling customer enquiries and complaints.
* Problem solving and setting targets.
* Always polite to customers coming in and coming out to maintain a smooth operation.

**OFFICE STAFF**

SugniSuperstore (Kidapawan City)

July2001-October2001

* Answer phone calls and greet clients politely.
* Reroute calls to appropriate people.
* Take and deliver messages.
* Assist in filing duties.
* Help organized office activities.
* To make deposits and withdrawals from the bank.
* To process B.I.R requirements.
* To make reports from operating expenses of the day.

**SECRETARY**

Val’s Parts Supply (Davao City)

June1999-March 2000

* Organizes work by reading and routing correspondence, collecting information, initiating telephone calls.
* Maintains schedules by maintaining calendars for personnel; arranging meetings, conferences, teleconferences and travels.
* Drafting letters and other documents, such as PowerPoint presentations.
* Prepares reports by collecting information.
* Logging and processing bills and expenses.
* To make sure that the office is well organized.
* Photocopying and printing.

**SALES STAFF**

Golden ABC, Inc. (Davao City)

(Penshoppe Brands)

Oct.1998-Dec.1998

* Greeting the customers who enter the shop.
* Be involved in stock control and management.
* Everyday make sales and achieve daily quota.
* Reporting discrepancies to store custodian.
* To attract customers to buy the products.
* Provides suggestions and product information based on customer’s needs.
* Keeping up to date with special promotions and displays.

**SECRETARY**

Elvie C. Ang (Independent Businesswoman)

June 1996-Dec.1997

* Acting as a receptionist and/or meeting and greeting clients.
* Prioritizing workloads.
* Maintaining diaries and arranging appointments.
* Making trust receipt agreement to customers and dealers.
* Preparing ordered items from customers.
* Making deposits and bank withdrawals.
* To clean and organized the office.

**SKILLS**

* Computer literate in Microsoft Word, Excel and PowerPoint and even surfing the internet.
* Cooking.
* Junior hair and make-up artist and stylist, nail artist.

**PERSONAL INFORMATION**

**Age**  : 38 yrs. Old

**Birthday** : July 16, 1980

**Birthplace** : Makilala North Cotabato

**Height** :5’3”

**Weight** : 52 kilos

**Civil Status** : Single

**Citizenship** : Filipino

**Religion** : Roman Catholic

**EDUCATION**

**College** :University of Mindanao

**Location** : Davao City, Philippines

**Course** : Bachelor of Science in Accountancy