SHERYL

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# SUMMARY OF EXPERIENCE

More than 4 years of UAE experience handling office administration job, business development and sales for a training company. Seven (7) years of experience in the Human Resources industry and more than four (4) years in supervisory level handling employee services, labor relations, recruitment and documentation. With extensive exposure in people management, file maintenance, office administration and general HR.

**EDUCATIONAL BACKGROUND**

**HOLY ANGEL UNIVERSITY, Angeles City Philippines**

Bachelor’s Degree holder

Bachelor of Science in Business Administration Major in Financial & Management Accounting

1998-2002

**PROFESSIONAL BACKGROUND**

**NEMC OCCUPATIONAL SAFETY TRAINING LLC**

**Dubai, UAE**

**Accounts & Office Administration**

**April 2016 – current**

* Manages all office administrative jobs for the company.
* Prepares documentations and all correspondences as required by the GM.
* Manages Executive’s calendar and assists them in performing a variety of tasks.
* Acts as document controller and responsible for maintaining, archiving and timely retrieval of official files and/or documents.
* Updates and maintains database of clients for easy monitoring of sales.
* Monitors and prepares vouchers and issue receipts and/or Invoices to clients.
* Handles petty cash and all financial-related matters for the company.
* Monitoring of office supplies and ordering from supplier for replenishment of stocks.
* Conducts follow ups on quotation and/or invoices of receivables from clients.
* Manages processing of certificates, exam registrations and attending to clients’ inquiries.
* Reporting to technical support regarding office equipment that needs to be repaired.
* Monitoring of annual leaves of staff and booking for the air tickets.
* Booking of hotel rooms for company guests (as required).
* Performs other tasks that may be assigned from time to time.

**KASCO OCCUPATIONAL TRAINING LLC**

**Business Development Executive / Training Coordinator / Office Admin**

**Al Barsha 1, Dubai UAE**

December 20, 2012 – March 2016

* Manages all office administrative jobs for the company.
* Prepares and send quotations and invoices to clients.
* Arranges for training materials and other requirements needed for every course being conducted by the company.
* Updates and maintains session details of all ongoing courses being conducted for sales record purposes.
* Monitors and prepares vouchers and issue receipts and/or Invoices to clients.
* Maintains daybook for monitoring of everyday cash flow.
* Entrusted for handling petty cash and other payments being received from clients for endorsement/deposit to company’s bank account.
* Cold calling to individuals and social network marketing for generation of prospect clients.
* Performs other tasks that may be assigned from time to time.

**SM DEPARTMENT STORE – Mercantile Stores Group, Inc.**

**Sta. Mesa Centerpoint Branch, Philippines**

* Human Resources Supervisor (Employee Services)

October 01, 2008 – October 27, 2012

* Responsible for assisting the Human Resources Manager in the over-all supervision of Personnel in his section.
* Conducts job induction to new employees regarding their job duties and store/department procedures.
* Checks attendance of subordinates & prepares violation reports whenever necessary.
* Maintains open communication lines to foster positive attitude towards company goal.
* Handled and oversees the following areas of Human Resources such as Employee Services, Compensation and Benefits Administrations and Employees Labor Relations.
* Human Resources Assistant

Recruitment, Labor Relations and Employee Movements

November 16, 2005 - September 30, 2008

* Responsible for MASS RECRUITMENT of sales personnel of department store area.
* Attend job fairs and campus recruitment.
* Handles proper documentation of personnel movements (transfer, promotion, resignation, salary adjustment).
* Conducts background check/school verification for employees who are due for regularization.
* Conducts orientation on the Company’s Code of Conduct to newly hired employees.
* Handles encoding and File Maintenance of employees record for updating in the company’s database (Oracle and CHRIS).
* Prepares and update 201 file of employees.
* Undertake other administrative tasks assigned by immediate superior.

**FIRST BALFOUR, INC.**

2F Bonifacio Technology Center

31st St. cor. 2nd Ave., Crescent Park West,

Bonifacio Global City, Taguig Metro Manila, Philippines

**Project Assignments:**

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| * **Accounting Clerk**   MWSI Pipe Replacement Project in Parañaque  555 Qurino Ave., Tambo Parañaque City  March 28, 2005– July 30, 2005   * **Accounting Assistant**   **Property and Facilities Management Services**  Benpres Bldg., Exchange Rd. cor. Meralco Ave.,  Ortigas Center, Pasig City  **May 15, 2003 – August 31, 2003** |  |

**HONDA CARS PHILIPPINES, INC.**

**Accounting Clerk**

105 South Main Avenue, Laguna Technopark

Sta. Rosa, Laguna, Philippines

**October 28, 2002 – March 31, 2003**

###### SPECIAL SKILLS:

A self-starter, fast learner, flexible, team player and computer literate who can operate various computer applications such as, but not limited toMicrosoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Outlook, Oracle System, SharePoint etc.

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*Character References available upon request.*