

**DOLORES**

[**DOLORES.369287@2freemail.com**](mailto:DOLORES.369287@2freemail.com)

**OBJECTIVES:**

To be more productive to assigned job and gained more knowledge.

To be part of your reputable company where I can contribute my potentials in any positions.

**PROFESSIONAL PROFILE**

* A goal oriented person, can perform task at a minimum supervision.
* Has a Sufficient knowledge in Microsoft Office.
* Has adequate knowledge in records management.
* Has adequate knowledge in Bookkeeping, payroll and accounting
* Knows the Microsoft Office, Micro Soft Excel, Basic Accounting
* Flexible, team player & work effectively in the fast paced environment
* Excellent interpersonal skills, ability to work well with others
* Self-motivated, enthusiastic and committed professional excellence

**CAREER SUMMARY**

**RECEPTIONIST CUM HR ASSISTANT**

KNJ BISCUITS MANUFACTURING LLC Al Quoz 4 Ind’l. Dubai UAE

December 2014 to January 2017

**Duties and Responsibilities**

* Welcomes visitors by greeting them, in person or on the telephone; answering or referring inquiries
* Directs visitors by maintaining employee and department directories; giving instructions
* Maintains security by following procedures; monitoring logbook; issuing visitor badges
* Maintains telecommunication system by following manufacturer's instructions for house phone and console operation
* Assist with day to day operations of the HR functions and duties
* Provide clerical and administrative support to Human Resources executives
* Compile and update employee records (hard and soft copies)
* Process documentation and prepare reports relating to personnel activities (staffing, recruitment, training, grievances, performance evaluations etc)
* Coordinate HR projects (meetings, training, surveys etc) and take minutes
* Deal with employee requests regarding human resources issues, rules, and regulations
* Assist in payroll preparation by providing relevant data (absences, bonus, leaves, etc)
* Communicate with public services when necessary
* Properly handle complaints and grievance procedures
* Coordinate communication with candidates and schedule interviews
* Conduct initial orientation to newly hired employees
* Assist our recruiters to source candidates and update our database

**SECRETARY**

DABROS CONSTRUCTION & EQUIPMENT SERVICES CORP. Quezon City Philippines

October 2012 upto August 2014

**Duties and responsibilities:**

* Verifies purchase requisitions by comparing items requested to master list; clarifying unclear items; recommending alternatives.
* Forwards available inventory items by verifying stock; scheduling delivery.
* Prepares purchase orders by verifying specifications and price; obtaining recommendations from suppliers for substitute items; obtaining approval from requisitioning department.
* Obtains purchased items by forwarding orders to suppliers; monitoring and expediting orders.
* Verifies receipt of items by comparing items received to items ordered; resolves shipments in error with suppliers.
* Authorizes payment for purchases by forwarding receiving documentation.
* Purchasing the Materials and Office Supplies.
* In charge in preparation of Delivery Receipt or Sales Invoice to Customers.
* In charge in preparation of payrolls
* In charge in preparation of requisition and other documents for processing and obtain approval when necessary.
* Telephone Operator
* Safe keeping of important documents

**RECEPTIONIST CUM ACCOUNTS**

ALCOPHIL METAL, INCORPORATED Valenzuela City Philippines

June 2007 to October 2012

**Duties and responsibilities: RECEPTIONIST**

* Responsible in receiving daily phone calls using the pabx.
* Greeting and assisting the guest.
* Responsible in coordinating to different courier services in shipping the computer parts to provincial clients.
* Ensures that all out-going products are properly prepared with supporting documents.
* Receives checks/cash payments from clients.
* Records sales invoices transacted for the whole day.
* Prepares daily reports directly to the logistics manager.
* In charge in preparation/ releasing of payables for Government and Non Government
* In charge in Account Recievable
* In charge in issuance of 2307 forms (Witholding tax for suppliers)
* In charge in preparation of Delivery Receipts to Sub-contractors
* In charge in preparation of payrolls
* Supervise and Handling Warehouse Operations.
* Safe keeping of important documents

**ACCOUNTS ASSISTANT**

ELLEC ENTERPRISES Valenzuela City Philippines

November 2002 to May 2006

**Duties and responsibilities:**

* Manage the revolving fund of the company
* Petty Cash disbursement and replenishment
* Responsible in preparing and releasing cheque to the Suppliers.
* Responsible in scheduling payments to Suppliers
* In charge in doing Bank transaction
* Monitoring the Inventory
* Bank reconciliation
* Encoding the Sales Invoice Daily.
* Encoding of Purchases**.**

**DATA ENCODER**

VICTORIA BISCUITS COMPANY INCORP. Caloocan City Philippines

November 1999 to May 2002

**Duties and responsibilities:**

* prepare, compile and sort documents for data entry and check source documents for accuracy
* verify data and correct data where necessary, obtain further information for incomplete documents
* combine and rearrange data from source documents where required
* enter data from source documents into prescribed computer database, files and forms
* transcribe information into required electronic format
* check completed work for accuracy
* store completed documents in designated locations
* print information when required

**CASHIER / STORE CREW**

**UNIWIDE FAMILY STORE** Lagro Quezon City

April 1996 to May 1998

**Duties and responsibilities:**

* Receive payment by cash, check, credit cards, vouchers, or automatic debits.
* Issue receipts, refunds, credits, or change due to customers.
* Count money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change.
* Greet customers entering establishments.
* Maintain clean and orderly checkout areas.
* Establish or identify prices of goods, services or admission, and tabulate bills using calculators, cash registers, or optical price scanners.
* Issue trading stamps, and redeem food stamps and coupons.
* Resolve customer complaints.
* Answer customers' questions, and provide information on procedures or policies**.**

**EDUCATIONAL ATTAINMENT:**

**B.S. IN COMPUTER SCIENCE**

STI College 1996-2000

Manila, Philippines

**PERSONAL INFORMATION:**

**`** GENDER : Female

CITIZENSHIP : Filipino

AGE : 38

DATE OF BIRTH : November 30, 1978

PLACE OF BIRTH : Bagbaguin Caloocan, City

***I hereby certify that the above information is true and correct to the best of my knowledge and belief.***