RHOSE

[RHOSE.370460@2freemail.com](mailto:RHOSE.370460@2freemail.com)

*Broad minded, skilled and dynamic, who has the sense of responsibility, integrity and independence. A Bachelor of Science degree holder in* ***Commerce major in Management Accounting*** *with good scholastic records. Have a solid experience in Accounting and Office Administration who can work diligently under pressure without supervision. Have a vital experience and thorough knowledge in* ***Computer and Accounting****. Proficient enough in dealing and assessing financial aspects. Comprehensive* ***Real Estate*** *ideas. Equipped with marketing and interpersonal skills, and thus, efficient and effective enough to render excellent customer service. Can speak and write well in English and basic knowledge in Arabic.*

PROFESSIONAL EXPERIENCE

## **Captain’s Freight Services, FZCO**

**Dubai Airport Free Zone Area**

**United Arab Emirates April 2007 – June 19, 2017**

***Executive Assistant***

* Oversee and administer personal financial transactions of the Managing Director such as bank accounts, loans and mortgages
* Conserves executive's time by reading, researching, and routing correspondence; drafting letters and documents; collecting and analyzing information; initiating telecommunications.
* Maintains executive's appointment schedule by planning and scheduling meetings, conferences, teleconferences, and travel.
* Manage, process and book MD and family visas / travel requirements
* Represents the executive by attending meetings in the executive's absence and speaking for the executive.
* Maintains customer confidence and protects operations by keeping information confidential.
* Completes projects and special assignments by establishing objectives; determining priorities; managing time; gaining cooperation of others; monitoring progress; problem-solving and making adjustments to plans.
* Manage company’s documents such as license renewals and all other government related requirements

***Marketing Executive***

* Preparing, planning and managing publication to maximize company services.
* Creating marketing campaigns and events for the company
* Developing innovative ways to communicate the company message to their existing customers
* Designing and implementing an internal marketing program
* Supporting the company in the day to day marketing activities
* Address to all inquiries regarding company and its services

***Receptionist***

* Receive incoming communications and sorts them for delivery to the concerned division
* Welcomes guests and customers by greeting them, in person or on the telephone; answering or directing inquiries

***Real Estate In-charge***

* Handle and manage properties owned by the Managing Director
* Perform comparative market analysis to estimate properties’ value
* Prepare necessary paperwork: contracts, MOU, deeds and etc.
* Cooperate and communicate with tenants, developers, maintenance team and etc.
* Promote sales and rentals through advertisements and listing services
* Maintain and update listings of the properties

***Human Resource***

* Process visa application and renewals for employees
* Compiling and update employees’ records.
* Facilitate payroll preparation by providing relevant data (absences, bonus, leaves and etc.)
* Deal with employee requests regarding human resources issues, rules and regulations
* Coordinate communication with candidates and conduct initial interviews
* Conduct initial orientation to newly hired employees

## **Robinsons Supermarket Corporation**

**Ledesma Cor. Quezon Street**

**Iloilo City-Philippines October 2001 - February 2007**

***Accounts Payable / Bills Processor***

* Process and review payments to the suppliers of goods and services
* Apply and monitor all deductions: RTV, PAA, Rentals and others
* Compute withholding tax from the account of the suppliers and remit withholding tax to Bureau of Internal Revenue
* Prepare and issue quarterly the certificate of Creditable Tax Withheld at Source to every supplier
* Prepare and release checks payable to suppliers of goods and services
* Receive and release checks from head office to the suppliers
* Issue remittance advice to every supplier
* Check the completeness and accuracy of the Billing Package of all contracted services and compute how much they should be paid based on the Approved Budget/Service Order
* Perform provincial countering for concessionaires
* Prepare reports on checks prepared and released
* Prepare daily report on outstanding summary balance of checks
* Prepare yearly reports of checks prepared, released and unreleased for audit
* Prepare and submit reports for head office: Agency Payments Monitoring Reports, Weekly Reports on the list of Checks Prepared and Released, Revolving Fund Monthly and Quarterly Reports
* Process and prepare accounts payable voucher for non-trade purchases and transactions
* Review the revolving fund replenishment summary from the cashiering department for approval by the treasury manager
* Check and monitor the timely submission of liquidation report of cash advances made by employees and officers
* Prepare and compute debit memo for non-trade deductions and to affiliates for reimbursement of various charges
* Handle suppliers’ inquiries regarding differences and adjustment made on payments

## **Robinsons Supermarket Corporation**

**Lacson Street, Mandalagan**

**Bacolod City- Philippines October 2000 – June 2001**

## ***Cashier***

* Receive payment and transact customer’s purchase either in cash or other acceptable forms of payment.
* Operates the POS with sufficient knowledge in cashiering and company policies
* Ensure accuracy in entering the price of merchandise and form of payment in the POS terminal
* Ensure enough change funds while on duty
* Ensure that the amount of change fund given at the beginning of the day’s duty shall be returned to the Cashiering Supervisor
* Remit the sales, partial or final to Cashiering Supervisor
* Responsible for obtaining credit approval for credit sales
* Render good customer service while performing cashiering functions by greeting and smiling with customer
* Responsible for the safekeeping of cash collections and remittance
* Prepare Cash Remittance Slip regarding cash collections and daily sales
* Ensure completeness and safekeeping of documents used in transacting customer’s purchase prior turnover to concerned personnel
* Performs tasks outside of Cashiering to assist Sales Personnel
* Perform other functions as assigned by the immediate Superior

#### Robinsons Land Corporation

**Bacolod City, Philippines July 2000 – September 2000**

##### Credit and Collection Clerk

* Encode and update rentals of mall tenants
* Distribute monthly billing statement to mall tenants
* Filing of pertinent office files
* Do necessary task assigned by the supervisor
* Encoding of daily transactions

###### SPECIAL SKILLS AND WORK ATTITUDE

* Proficient in MS WORD, EXCEL, POWER POINT, MS OUTLOOK, EPICOR, JDA SYSTEM, SHIPPING MANEGEMENT SYSTEM, THE COUNTER SYSTEM, INTERNET APPLICATION
* Efficient in composition of different correspondence letter and memos
* Marketing and interpersonal skills
* Self driven , result oriented, analytical, hardworking & flexible
* Basic Arabic – Writing & Speaking

###### EDUCATION

University of Negros Occidental-Recoletos, Bacolod City, Philippines

Bachelor of Science in Commerce, 2000

**Major in Management Accounting**

###### PERSONAL DATA

Civil Status : Single Height : 5’3”

Sex : Female Weight : 110 lbs.

Citizenship : Filipino Visa Status : Employment Visa

Religion : Roman Catholic Birthdate : October 07, 1978