

**ARNEL**

**Position Desired:** Document Controller, Logistics staff, Coordinator, Accounting Clerk,Office clerk or any vacant position that fits my qualification

**Job Objective:** To secure a position that will utilize my knowledge, experiences and skillsfor the growth of the company.

**SKILLS:**

Advance knowledge in Microsoft Excel (Pivot table, V-look up, Concatenate & other formula)

Computer Literate (MS Word & Power Point, Pro Presenter)

Document Control

Document Management System

Logistics Management

Bookkeeping/Record keeping

Motivated, Flexible, Adaptable, can easily adjust to the new work environment/new industry

Can do work with less supervision

Problem-solving, Time Management, Communication, Teamwork

**WORK EXPERIENCE:**

**Coordinator / Document Controller (Logistics/Dispatch Dept.)**

December 7, 2010 – February 18, 2020

Fabrication & Construction company at Dubai, UAE.

* Preparing Shipping Documents (Packing List, Invoice, Certificate of Origin etc.)
* Update Daily loading schedule & Daily Dispatch Summary
* Update Daily Production Report & Daily Man Hour Report
* Update Daily Dispatch Log and Transportation Log to check with cost budget
* Coordinates & getting the tracking status of delivery from transport supplier
* Check and verify the LC from commercial dept. to start or resume the delivery
* Follow up and get the air waybill and bill of lading from courier/freight forwarder
* Send delivery notes & other shipping documents to client & project managers
* Saving the document received from Sub-contractor and site (soft copy & hard copy)
* Checking and monitoring the freight costs, transportation rates.
* Follow up to procurement for the PR & PO (Consumable & Service Requisition)
* Manage telephone calls and emails correspondence

**ACCOUNTING STAFF**

February 5, 2010 – October 5, 2010

**TOYOTA OTIS, INC. - Manila, Philippines**

* Prepare disbursement voucher and check voucher for suppliers
* Prepare cash voucher for accessories commission.
* Made breakdown of payments for car purchases either on cash or financing.
* Attend monthly meeting together with all the branches of TOYOTA.
* Made deposit and withdraw Bank Transactions.

 Conduct monthly inventory for parts and accessories department. .

**INTERNAL AUDITOR**

June 11, 2008 – January 9, 2010

**FIT MART GROUP OF COMPANIES**

Fit Mart Mall, General Santos Drive, City of Koronadal, Philippines

Includes: Fit Mart Mall Branches – Main, Marbel, Tacurong, Polomolok, General Santos City DVO Realty & Ramona Plaza Hotel, Canopy Distribution, Friendly Mart*,* Decci Mart, DSO Global Distribution – Colgate & Palmolive, Wyeth

* Authorize to check, confirm, verify and evaluate the compliance on proper implementation on all evidential documents, forms and internal control procedure to substantiate the audit findings particularly in CASH, ACCOUNTS RECEIVABLES, INVENTORY and COMPANY OPERATIONS.
* Authorize to review and evaluates the existing system flows and procedure both in accounting and over all operation.
* Conduct audit cycle in all branches of Fitmart
* Prepare monthly audit reports in narrative and figurative form.
* Report the audit findings directly to the President and Executive Vice President

**WORKING STUDENT / ENCODER**

**MSU OFFICE OF STUDENT AFFAIRS (OSA) -** School Year 2006-2007 & 2007-2008

9500 MSU, Fatima, General Santos City, Philippines

* (Working Student ) Assist the office staff for encoding and filing.
* Posting of announcements for the school activities and meeting

**PERSONAL DATA:**

Date of Birth:

Citizenship:

Availability to join:

August 31, 1986

Filipino

can join immediately

**EDUCATIONAL ATTAINMENT:**

Mindanao State University – General Santos City, Philippines (2003-2008)

**Degree: Bachelor of Science in in Management and Accounting Achievement -** Award of Excellence as CHED Scholar

Certificate in Accounting software (Tally, Peachtree & Quickbooks) at Learners Point Training Institute, Dubai, UAE

Email: arnel-397011@gulfjobseeker.com

I am available for an interview online through this Zoom Link <https://zoom.us/j/4532401292?pwd=SUlYVEdSeEpGaWN6ZndUaGEzK0FjUT09>