

Desiree Carpio Juan

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SEEKING ASSIGNMENTS

- Administrative Executive
- Human Resource
- Secretary
- Receptionist
- Accountant

CAPABILITIES / SKILLS

Professional Skills

Time Management and Organized
Correspondence Handling
Critical Thinking
Teamwork
Record Maintenance
Office Procedures
Letter Drafting
Customer Service
Supplies Management
Customer Service

Technical Skills

Microsoft Office
Email & Networking
Social Media

TRAININGS & SEMINARS

Jollibee Foods Corporation
"Customer Service – Different Kinds of
Customer "
October 2006

Abenson Appliance Store
On-The-Job Training
Accounts Department
September 2006

Tameem Group of Companies
Basic Food Hygiene- Sharjah
November 2015

PROFESSIONAL PROFILE

- A graduate of professional degree course with experience in Human Resource/Administrative and Accounts field.
- Highly flexible and adaptable performer, resilient and amenable to learn more.
- Strongly motivated self-starter, creative, team player and goal oriented.
- Has dynamic personality style which stimulates great working relationships with a variety of different contacts both internal and external.

WORK EXPERIENCE



TAMEEM GROUP OF COMPANIES

September 2014 - Oct 2020

Accountant / HR / Admin Asst. / Receptionist / Logistics Assistant

Sharjah, UAE

Responsibility handled as HR Assistant:

- Managing personal files and records.
- Preparing business letters, sending faxes, E-mails, scanning & typing.
- Monitoring trade license & tenancy contract renewal with PRO coordination.
- Handling company's medical Insurance, vehicle registration renewal, deletion and claims.
- Ordering and keeping track of office stationery.
- Managing Monthly Leave / Sick Leave / Emergency Leave of employees.
- Collecting and checking of time sheets / Biometrics of every Department before the finalization of the salary.
- Generate Promotion letters, Warning letters, Termination letters, Experience certificates, Salary certificates, Salary transfer letters, NOC etc.
- Preparing Memo's or Notices on public holidays or any special announcement.
- Manage the recruiting process to ensure accurate job descriptions, cost effective recruiting and appropriate placement, thorough candidates screening and quality hiring.
- Other recruitment activities included in job posting, managing relationships with external recruitment agencies and arranging interviews and assessments select and hire.
- Preparing of candidate's employment Offer letter.
- Coordination with the PRO in immigration and labor related matters.
- Provide relevant hand books, forms and contact details on the very first day of new joined employee.
- Coordination with relevant department for setup of workstation, email account, bank accounts.
- Handle resignations and terminations and ensure that all exit procedures are complied with UAE Labor Law.

Responsibility Handled as Accountant:

- Handle company petty cash and preparing expenses report for reimbursement.
- Prepare and posting cash payment, cash receipt and IOU's.
- Monitor Customer account outstanding and do the follow up.
- Sending statement of accounts of customer on a monthly basis.
- Prepare and issue cheque for supplier's payment.
- Preparing SALIK report monthly.
- Take note and reply Accounts Enquiries by e-mail or phones.
- Preparing invoices and sending to clients on a monthly basis.
- Monitoring and checking Trip Sheet if received with complete documents (Delivery Receipt, Receiver's Signature, correct KM Reading).
- Collecting Trip rate Confirmation from designated Sales person for new Customers and keep them on file for Invoicing.

PERSONAL INFORMATION

Nationality : Filipino

Birth Date : April 24, 1986

Address : Sharjah, UAE

Status : Married

Phone : +971 543038175

Email : dhezjuan@gmail.com

LANGUAGES

Filipino : Native

English : Fluent

EDUCATION

2003-2007

Bachelor of Science

In Business Administration

Major in Marketing

Rizal Technological University

Manila, Philippines

PASSPORT & VISA DETAILS

Passport No. : P3000610A

Valid until : May 11, 2022

Visa Type : Husband Visa

References available upon request.

WORK EXPERIENCE / CONTINUED

Responsibility handled as a **Receptionist**:

- Attending all incoming telephone calls and emails and triggering appropriate action.
- Corresponding with the clients regarding the enquiries.
- Maintain database for business contact.
- Employees log in and out if they are having their business meeting outside the office.



Landmark Group of Companies

Nov- 2009 –Sept 2014

Administrative Assistant / Senior Sales Executive



- Responsible for all the administrative works inside the store.
- Submitting timesheet and petty cash every cut-off.
- Provides assistance in receiving and display of merchandise in accordance with specific instructions and established policies and procedure and ensures that displays are in accordance.
- Responsible for accounts updates for prices and item barcodes.
- Maintain knowledge of current sales and promotion, policies regarding payment and exchange, and security practices.
- Support the supervisors and managers in the implementation of the promotion and gave them ideas and suggestions to improve sales.
- Resolved customer complaints.
- Provide the highest standards of customer service by demonstrating excellent knowledge of products and services.



COSMOPACK INC.

November 2007- November 2009

Production Secretary / HR Assistant



Manila, Philippines

- Making Schedule for Daily Deliveries.
- Entering daily Delivery Report into the system for Accounts purpose.
- Preparing Invoice for Delivery.
- Assisting HR Manager in all HR related works.
 - Updating all employee files
 - Filing and maintaining various records and registers.
 - Payroll
 - Attendance Sheet finalization and preparing payroll.
 - Salary disbursal.
 - Gathering data, storing and distributing information within the company
 - Assisted managers with variety of administrative duties, such as documentation, employee hiring and all administrative procedures.
 - End to end recruiting.
 - Preparing memos and letters.

