

LENDY R. ENCARQUEZ

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JOB OBJECTIVE:

Obtaining a responsible career opportunity to strengthen my technical skills and knowledge while making a significant contribution in reaching and exceeding the company's standards and goals.

EDUCATIONAL ATTAINMENT

TERTIARY : Mary Our Help Technical Institute for Women (Cebu, Philippines)
Office and Travel Entrepreneurship Services
Major in Bookkeeping
Graduate, 2016

SUMMARY OF QUALIFICATIONS:

- Can perform basic accounting cycle.
- Handles basic practices in HR department for the employees.
- Good knowledge in Microsoft office (MS Excel, MS Word, MS Powerpoint).
- Can work well with other people and is able to work with minimal supervision.
- Willing to be trained in extend to my knowledge and skills.
- Keen to details and with superior ability in multi-tasking.
- Know how to prioritize task given.
- Has the ability to work under pressure.
- With outstanding leading ability and positive attitude with a high sense of urgency.
- Has a strong perseverance in working environment.

WORK EXPERIENCE:

ACCOUNTING STAFF

Bachelor's Realty and Brokerage, Inc.
July 2017 to January 2020

Responsibilities:

- Handles timekeeping.
- In charge of computation (Base and Overrides).
- Assist in making voucher before transmitting.

- Handles disbursements of commission.
- Handles Petty Cash Fund or Revolving fund.
- Keep records for filing.
- Assist in depositing cheques and cash.

Accounting Staff (Auditor-checker)

- In charge of checking, screening base commission and overrides computation (all branches).
- Answering concerns of agents via messenger chats.
- Transmitting file subject for releasing.
- Monitors Cash Advances.
- Assist in line up of agents upline.

HR SUPPORT (Benefits & Timekeeping)

Lexmark Research & Development Corporation- Project Based
(October 2016 to June 2017)

Responsibilities:

- Process statutory documents (SSS, PHIC, BIR, PAG-IBIG) and its progress.
- Generate Leave, Overtime, COA and Change Shift report thru HR EForm system of employees.
- Check duplicates and validate the generated report.
- Load Reports for Leave, OT, COA and Change shift thru HRIS system tool.
- Recalculation of Timesheet for OJT's and Regular Employees.
- Check Payroll on hold.
- Answering email and phone inquiry.
- Set-up loan deduction for SSS salary loan, Pag-ibig multi-purpose loan and Housing loan in Pag-ibig.
- Compute SSS salary loan and Pag-ibig multi-purpose loan for delayed payments.
- Screens ATM card application for new hire employees and for replacements.
- Coordinates all requests from the department to the Procurement Dept.

HR SUPPORT (Benefits) – On The Job Trainee

Lexmark Research & Development Corporation- Project Based
(March 2016 to May 2016)

Responsibilities:

- Process statutory documents (SSS, PHIC, BIR, PAG-IBIG) and its processing.
- Check forms of employees re: for their updates (status and add dependent).
- Transact government offices (PHIC, Pag-ibig and BIR).
- Assist employee with day to day operations especially with benefits.
- Compile and update employee's records (hard and soft copies).
- Answer employee's queries through phone and email in timely manner.
- Purchase supplies using (SRM) tool.
- Scanning MIRO form for Accounts Payable team.
- Handles request for overpayment and for posting in SSS loans.

Service Crew/Cashier

Ted's Oldtimer Restaurant

(January 2013 to December 2013)

Responsibilities:

- Maintains cleanliness in the store area.
- Taking orders of the customers.
- In charge in cashiering (punching machine-money).
- Responsible in inventory supplies.