



MARICEL NARSICO

Accounting Clerk / HR Assistant/ Admin Assistant

Objective

Office Administration, Hospitality, Accounts and Human Resource experienced in UAE. I aim to share my dedication, perseverance and positive outlook towards work. This is alongside the ability to multi-task, work under pressure, showcase high level of initiative and to contribute to the overall development and advancement of the company.

Education

UNIVERSIDAD DE ZAMBOANGA

(Formerly known as the Zamboanga A.E. College)

ZAMBOANGA CITY, Philippines

Bachelor of Science in Commerce (BSC) Major Business Management

Personal Information

Date of Birth: October 3, 1981

Address : Davao City Philippines

Nationality: Philippines

Gender: Female

Language: English, Tagalog

Visa Status: Cancelled Visa

Get In Touch With Me

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Experience

M-HQ LTD (DUBAI BRANCH),
AL GURG TOWER 3, BANIYAS ROAD, DUBAI, UAE
SEP. 2015 – OCT. 2020

Accounting Clerk

- Managing petty cash transaction and maintain weekly & monthly cash flow forecast and send the report to CFO.
- Responsible for recording, documentation and filing.
- Provide accounting, clerical support to the accounting department
- Prepare, maintain accounting journals, ledgers and other records detailing financial business transaction (e.g., disbursements, expense voucher, receipts and accounts payable)
- Responsible for the client's monthly utilities bills payment (DEWA, DU, Etisalat, Emicool & Empower etc.)
- Prepare vouchers, bills, invoices and checks
- Research, track and restore accounting of documentation problems and discrepancies
- Bank & Suppliers reconciliations
- Company credit card reconciliations
- Check bank account daily to keep track of the payment.
- Follow up with customers regularly on payment due
- Receiving checks and cash payments, preparing receipts.
- Depositing checks and cash payment to company bank account and maintain record of the deposits.
- To check and approve for the cash advance and payment request in workflow (Viewpoint) from the team.
- Responsible for clients portal payment (e.g.; license, lease, establishment, E-channel ,Visa and other payment)

FRONTLINE MANAGEMENT SERVICES LLC,
DUBAI MEDIA CITY, DUBAI, UAE
FEB. 2014 – JUL. 2015

Accounting Clerk

- To assist the account details needed of the Financial Controller Manager
- To assist in month end reporting procedures
- Process accounts payables and receivables.
- Prepare local purchase order (LPO) for vendor
- Perform filing and general administrative tasks
- Monitor and records the daily sales report of the restaurant
- Prepare and coordinate deposit activities
- Perform all necessary account, bank and other reconciliations
- Sort, code and enter accounts payable data into sage accounts systems.
- Analyze discrepancies and unpaid invoices
- Check, verify and process invoices
- Maintain vendor files
- Prepare cheque for vendor

HR Officer

- Responsible for coordinating recruitment and hiring process. Assists with the recruitment process for full-time restaurant and administrative staff. This includes opening recruitments, placing ads, screening applications, arranging interviews, contacting applicants, maintaining all relevant documentation and correspondence, and properly archiving job files.
- Manage and administer confidential employee paperwork and benefits.
- Assist in processing documents such as employment visa, medical insurance, Emirates ID etc.
- Monitors employee leaves, process leave application and arrange flight schedule.
- Process and maintain Human Resources personnel files for all staff employee classifications.
- Initiates and submits payroll information report on monthly basis.
- Monitors expiry dates of company's legal documents and employee ID cards.
- Maintains official HR Policy Manual, Procedure Manual & Employee Handbooks
- Assist in administration of compensation program
- Assist in monitoring employee performance appraisal program.
- Present programs and initiatives to staff as needed

INDEPENDENT TRUST INVESTMENT LLC
SHEIKH ZAYED ROAD, DUBAI, UAE
NOV. 2012 – JAN. 2014

Archives Clerk

- Assist in keeping the office reception area clean and tidy, at all times
- Answers incoming telephone calls, determines purpose of calls, and forward calls to appropriate personnel or department.
- Takes and delivers messages or transfers calls to voice mail when appropriate personnel are unavailable.
- Answers questions about organization and provides callers with address, directions, and other information.
- Welcomes on site visitors, determines nature of business, and announces visitors to appropriate personnel.
- Maintains fax machines, assists users, sends faxes, and retrieves and routes incoming faxes.
- Orders, receives, and maintains office supplies
- Performs other clerical duties such as filing, photocopying, and collating

Accounting Clerk

- Set up new customer bank accounts and eventually manage their accounts online
- Maintains files, including filing of bank statement and payment instructions.
- Keys daily worksheets to the general ledger system/spreadsheet.
- Assists Accounting Department personnel as needed.
- Assist with accounts payable, prepare checks.
- Responsible for coordination of accounts of the clients including the inward and outward transactions.
- Monitoring and maintaining the spreadsheets of each client's account.

ATLAS TELECOM (HOSPITALITY DIVISION)
CERTO ITALIAN RESTURANT (ABU DHABI BRANCH)
JAN. 2010 – JUL. 2011

Guest Service Supervisor

- To maintain a smart and professional appearance at all times, adhering to company dress standards (including name badge) and high standards of personal hygiene.
- To attend daily briefings and department meetings.
- To develop knowledge of Food & Beverage and all facilities, including detailed menu knowledge, in order to advise and assist customer where applicable.
- To greet all customers at the hostess point with a smile and appropriate greeting, using names wherever possible.
- Having established the customers' requirements, escorting them to the appropriate, available table, offering menus and taking drinks order.
- To advise and introduce the station waiter to new arrivals.
- To control the flow of customers, including fair allocation of customers over the various stations and controlling the waiting list to ensure customers are seated in the correct order at clean and laid tables.

- To answer the telephone promptly and in a polite, professional manner ensuring customer queries are dealt with effectively and efficiently.
- To maintain the restaurant diary with details of reservations and notes/ comments for Hand-over to the Restaurant Manager /Outlet Supervisor.
- To communicate effectively with customers, colleagues and superiors to ensure a smooth and efficient service at all times, gathering and recording feedback in the daily log book at every opportunity.
- To assist with clearing and relating tables when required, ensuring that customers are still greeted and the flow is maintained.
- Submit weekly & monthly Outlet sales report and send to head office
- Responsible to record the staff monthly roster and send to head office.
- Organize and maintain the cleanliness of all menu's such as Wine list, Ala carte, Business lunch, Special Home delivery and Friday Brunch
- Responsible for monthly inventory
- Responsible for weekly updated database and send to head office
- Prepare the fact sheet for upcoming events
- Maintain and record of every staff files

HR Assistant

- Manage and update HR databases with different information such as new hires, terminations, sick leaves, warnings, vacation and days off.
- Prepare, manage and store paperwork for HR policies and procedures
- Maintain schedule and coordinate calendar activities
- Posting job ads on careers pages and processing received resumes
- Answer telephone calls and provide needed information
- Help organize and manage new employee orientation, on-boarding, and training programs

ATLAS TELECOM (PROPERTIES & INVESTMENT DIVISION)
DUBAI MEDIA CITY, DUBAI, UAE
NOV.2005 – DEC.2009

Administrative Assistant

- Handles all incoming and outgoing calls and takes accurate message
- Composes letters and memoranda in response to incoming mails
- Coordination of publication orders, including the processing of checks for payment, and preparing an acknowledgement for orders Fulfilled.
- Processing incoming bills and outgoing checks
- Recommends actions to be taken on office expenditures such as equipment and supply needs. May assist in preparation of the budget.
- Receive and distribute all incoming mailing and coordinates outgoing mail, including courier services and interoffice mail distribution
- Meet and welcome suppliers and visitors
- Ensure the security and effective transfer of files and records
- Responsible for monitoring the expenses status of projects
- Record and handle all incoming and outgoing couriers
- Plans and coordinate arrangements for professional conferences
- Coordinates office management activities for the executive
- Photocopying & faxing
- Documents Filing

Trainings

- Basic First Aid (Dubai) June 2010
- Food Hygiene Training (Abu Dhabi) July 2010
- Fire Fighter (Dubai) September 2010

Certificate Course

- Certified Human Resource Management Professional (Info net Institute) February 2015
- Certified Human Resource Management Professional (American Institute of Business Management) March 2015

Skills

- Office Administration Hospitality, Accounts & Human Resources experience
- Excellent communication and coordination skills.
- Proficient in MS Office and computer applications.
- Have positive attitude, team player and have good interpersonal skills
- Ability to deal with people diplomatically
- Ability to prioritize tasks.
- Ability to work under pressure
- Willingness to learn and grow along with the team
- User proficient with MS Outlook.

Accounting Software

- Sage
- Xero
- Microgen (Basic)
- Viewpoint