



ARLENE S. VIVO

Bachelor of Science in Information Technology
Pamantasan ng Lungsod ng Muntinlupa, Philippines

OBJECTIVES

- To have a challenging position in an organization and to provide a professional environment and maximum opportunities for career growth and development.

WORK EXPERIENCE

Inventory/Encoder

October 20, 2020 – November 10, 2021

Brands for Less/Mina Jebel Ali National Industrial Park Sheikh Zayed Rd

- Monitors and maintains current inventory levels; processes purchasing orders as required; tracks orders
- Records purchases, maintains database, performs physical count of inventory, and reconciles actual stock count to computer-generated reports.
- Receives, unpacks, and delivers goods; re-stocks items as necessary; labels shelves.
- Processes and documents returns as required following established procedures.
- Performs routine clerical duties, including data entry, answering telephones,
- Performs miscellaneous job-related duties as assigned.

Accounts Assistant

January 12, 2020 to September 3, 2020

Neighborhood Distrution LLC., Deira City Center Dubai, UAE

- Monitoring daily communications and answering any queries.
- Preparing statutory accounts.
- Ensuring payments, amounts and records are correct.
- Working with spreadsheets, sales and purchase ledgers and journals.
- Recording and filing cash transactions.
- Controlling credit and chasing debt.
- Invoice processing and filing.
- Processing expense requests for the accountant to approve.
- Bank reconciliation.
- Updating and maintaining procedural documentation.

Human Resources Assistant/Audit Assistance

November 12, 2018 – November 20, 2019

Parañaque City, Metro Manila, Philippines

Ryoaki Group of Companies

- Responsible for monitoring and updating of employee's master list and 201 files
- Prepared, monitoring and process personal action movement such as transfer, promotion, salary increment etc.
- prepare monitoring and process request for separation pay, final pay and clearance of separated employees.
- preparing and filing of regularization contract and ensure employee has signed
- Responsible for maintaining and tracking of employee's leave credits
- Request and process staff's uniform
- Maintain availability of HR forms
- Resolving payroll Discrepancies concerns
- Timekeeper (manually consolidate, validate and accomplish attendance reports, overtime etc. for payroll processing)
- Facilitates and monitors performance review and evaluation of employees. Perform other task that may be assigned by from time to time.

CONTACT

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Dubai, UAE

PERSONAL DATA

- Civil Status: *Single*
- Nationality: *Filipino (Philippines)*
- DOB: *August 18, 1992*

LANGUAGES

English – *Good Fluency*

Tagalog – *Native Fluency*

WORK EXPERIENCE

Payroll and Billing Auditor

November 2, 2016 – July 6, 2018

Regcris Marketing Inc., Faraday St. San Isidro, Makati City, Philippines

To conduct detailed audit reports with sufficient proofs. Ensure correctness & completeness of the subject under audit. It includes

- verification, inspection, evaluation, observation & even recalculation.

Cashier

SM Hyper Market

February 6, 2016 – July 6, 2016

East Service Road Sucat Muntinlupa City, Philippines

- Welcoming customers, answering their questions, helping them locate items, and providing advice or recommendations.
- Operating scanners, scales, cash registers, and other electronics.
- Balancing the cash register and generating reports for credit and debit sales.
- Processing refunds and exchanges, resolving complaints.
- Bagging or wrapping purchases to ensure safe transport.
- Following all store procedures regarding coupons, gift cards, or the purchase of specific items, such as alcohol or cigarettes.

Warehouse Encoder

Bench Warehouse

July 28, 2014 - December 28, 2014

Tanyag Taguig City, Philippines

- Welcome delivery trucks
- Receive and track shipments
- Embark merchandise in delivery trucks using appropriate tools
- Accommodate and carefully handle fragile merchandise
- Track and document exact shipment arrival and departure times
- Label and stockpile merchandise according to size, shape, and type.
- Box, wrap and pack merchandise in accordance with relevant procedures and standards
- Prepare all orders for shipment
- Record and manage all impaired or damaged merchandise items
- Enter data in inventory and logistics software programs

I hereby certify that the above information is true and correct with the best of my knowledge.

ARLENE SILAN VIVO

Applicant