



RAIZA MARIE

*Accounts General
cum Admin*

PERSONAL DATA

04th July, 1991 (age 30)

Single

Driving License: *on process*

Employment Visa

Desired Position: Human
Resources | Administration
|Accounts | Operations |
Logistics Department

TECHNICAL SKILLS

Basic Peachtree, Photoshop,
SAP (*Accounting Software*)

Basic Image/Video Editing
Applications

Business Email Writing,
Research, Content Writing

Microsoft Office (Word,
Excel, PowerPoint &
Outlook)

45 WPM (91% *as per
online typing speed test*)

CERTIFICATION/S

Yr. 2016-PEACHTREE (40 Hrs)
Certificate of Completion No. 60023

Yr. 2016-ISO 9001:2015 (svc)
Certificate of Completion No. ADU-1328

Yr. 2013-NATIONAL CERT.
Tesda II – Comp. Hardware Services

*Well Work Experienced, Multi-Tasker,
Detail-Oriented, Organized*

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EDUCATION:

2011 - 2013

UNIVERSITY OF PERPETUAL HELP SYSTEM

Bachelor of Science in Information Technology

Binan Laguna, Philippines

2008 - 2010

CAVITE STATE UNIVERSITY

Bachelor of Science in Information Technology

Carmona Cavite, Philippines

WORK EXPERIENCES:

Jan 2017 – present

(5 years above)

Dubai, UAE

**ACCOUNTS GENERAL CUM OFFICE ADMIN |
SOULUTION VALET CAR**

MAJOR ROLE:

- Controlling credit and ensuring debtors pay on time
- Reconciliation of direct debits and finance accounts
- Staff Payroll and Annual Leave Allowance calculations
- Management of petty cash reimbursement transactions
- Ensuring all payments amounts & records are precise

Oct 2016 – Jan 2017

(3 Months)

Dubai, UAE

OFFICE ADMIN | SOULUTION VALET CAR

- Handling external or internal communication or management systems
- Managing clerical or other administrative staff
- Provide general administrative and clerical support including mailing, scanning, faxing and copying to management, organizing, arranging and coordinating meetings
- Maintain electronic and hard copy filing system
- Assist in resolving any administrative problems
- Prepare and modify documents including correspondence, reports, drafts, memos and emails
- Schedule and coordinate meetings, appointments and travel arrangements for General Manager

Mar 2016 – Oct 2016

(7 Months)

Dubai, UAE

FRONT DESK RECEPTIONIST | SOULUTION VALET CAR

- Greet clients and visitors with a positive, helpful attitude.
- Assisting with a variety of administrative tasks including copying, faxing, taking notes and making travel plans.
- Preparing meeting and training rooms.
- Answering phones in a professional manner, and routing calls as necessary.
- Assisting colleagues with administrative tasks.
- Answering, forwarding, and screening phone calls.
- Sorting and distributing mail.
- Hiring, managing and developing the junior administrative team.
- Provide excellent customer service.
- Scheduling appointments

WORK EXPERIENCES:

Aug 2014 – Feb 2016
(1 year & 6 Months)
Batangas, Philippines

LOGISTICS STAFF | EATON INDUSTRIES LLC

- SAP Software that has fully function from orders to delivers.
- Collects all types of information from overseas markets and informs the information system (System Application & Product) SAP User in creating shipping invoices or shipping documentations.
- In-charge for managing data for shipments and provide support for many steps of the transportation process.
- Worked with customs agents, warehouse staffs, shipping companies, and clients.
- Helps with shipping, receiving, and record keeping for international transactions.
- Used to track shipments and communicate with our clients about the package's progress.
- Main task is to provide efficient delivery logistics through data management.
- Fill out import-export documentation, compile carrier and route assignments

June 2013 - May 2014
(11 Months)
Alabang, Philippines

PURCHASING STAFF | ROENTGEN TECH. INC.

- Collate purchase orders and purchase requisitions in order to order materials, goods and supplies.
- Review inventories and order as required.
- Interact with the suppliers on a day to day basis.
- Review deliveries against the orders.
- Track the status of any orders.
- Deal with non supplied, under orders, over orders and damaged goods.
- Ensure that any invoices are sent to accounts for payment.
- Produce and maintain all reports.
- Manage any procurement activities including RFP's (Request for Proposals)

June 2012 – Nov 2012
(5 Months)
Makati, Philippines

HR ASSISTANT | ADFORMATIX INCORPORATED INTERSHIP (ON-THE-JOB TRAINING)

- Time Keeper
- Performs administrative and office support activities
- Attending calls, Filling Employee 201 Files
- Answering employee questions
- Processing incoming mail
- Creating and distributing Office documents
- Providing customer service to organization employees
- Serving as a point of contact with benefit vendors/administrators
- Maintaining computer system by updating and entering data
- Setting appointments and arranging meetings
- Compiling reports and spreadsheets and preparing spreadsheets

Mar 2010 – June 2011
(1 year)
Cavite, Philippines

PRODUCTION ENCODER | SEIEN RUBBER PHILS. INC.

- Keeping records of the Company Products
- Checking Inventories
- Making monthly Sales Reports
- Assistant for Production Supervisor
- Clerical Production Works