

JOY P. PALMARES

Mobile no. **058 1615398**

E-mail: **basmanjoy@gmail.com**



Objectives:

To obtain and secure position that will enable myself to facilitate the needs and desire of an organization through my well-built organizational skills and experienced.

EMPLOYMENT HISTORY

HR Officer

FR Marketing & Advertising
Abu Dhabi, UAE
2022-Present (Part Time)

- Manage and maintain employee data base
- Manage recruitment process from job posting, shortlisting to interview
- Assisting PRO for visa process and other related task
- Address employee concerns and complaints, and provide guidance to managers on employee-related issues
- Manage employee attendance and leave records, including tracking and monitoring absences
- Conduct initial orientation to newly hired employees
- Prepare all official correspondence relating to probation confirmations, salary certificates, disciplinary issues

HR Officer

Sasco Air Conditioning Industry/Al Sweidi & Shams Contracting Co.
Abu Dhabi, UAE
2019-2022

Human Resources & Administration

- Directly reporting to HR Manager
- Maintaining employee records in database and original files.
- Source potential candidate from various online channel (e.g Indeed, Laimoon , Get That etc.)
- Liaise with Line Manager for various vacancies, providing CVs for shortlisting, arranging and conducting interviews in coordination.
- Send job offer emails and providing timely responses to candidate's queries.
- Prepare letters related to transfer, promotion, NOC, salary certificates, etc.
- Informing the PRO regarding the expiries of Labor Contract of Employees and their Visas
- Assist with performance management procedures
- Schedule meetings, interviews, HR events and maintain agendas.
- In-charge for company Sim (200) accounts, from opening to closing account.
- Responsible for opening bank accounts for newly hired blue collar employees.
- Updating employee records in system (EPRO)
- Assist in visa/labor processing and other government documents
- Issuing departmental memo, drafting company letters.
- Responsible for employee attendance, leaves, late, and absences.
- Preparing various certificates of appreciation.
- Prepares Salary Certificates and Experience certificates.

Secretary Task

- Arranging and booking travel and accommodation for staff, client and other external contacts
- Coordinate with shipping companies of incoming and outgoing shipment
- Managing phone calls and emails.
- Ensure proper filing of relevant records and confidential letter on time
- Providing General corporate support to the executives.
- Being the point of contact between the executives and company employees/client.
- Managing executives' diaries and arrange daily schedule.
- Arranging meeting rooms
- Serve as front Office in meeting and welcoming VIP from different project and sites.

Reception task

- Receive, screen and transfer calls from designated telephone switchboard in a courteous and professional manner
- Serves visitor by greeting, welcoming, and directing them appropriately.
- Notifies company personnel for visitor's arrival.
- Inform visitors by answering or referring inquiries.
- Direct visitors by maintaining employee and department directories.
- Maintains security by following procedures, monitoring logbook, and issuing visitor's badges.

Accounts Receivable / Purchase Coordinator

WOODTECH – Tech Group
Ajman, UAE
2016–2018

Part of Tech Group of Company based in Ajman, one of the leading joinery companies in UAE.

- Receiving purchase requisition from site & Store.
- Verifying available inventory items through system and physical stock before raising inquiry.
- Validating proper specification through technical departments concerning newly items.
- Preparing and creating supplier quotations as per authorized merchant.
- Making material comparison as per supplier given quotation as well as analyzing the market value.
- Consulting and negotiating supplier material rate as per market value.
- Creating and sending LPO to the supplier based on approved quotation.
- Monitoring and scheduling deliveries as per site and store necessities.
- Updating materials and suppliers list as per market value.
- Providing delivery status to the site and store.
- Providing material purchase status to the site and store.
- Submitting reports to the purchase manager.
- Other related works.

Accounts Receivables Duties:

- Posting client payments by recording cash, cheque transaction.
- Updating receivables through entire outstanding invoices.
- Verifying accounts discrepancy through gathering information from various departments as well as the customer.
- Responsible for the reconciling of accounts receivable transaction.
- Uphold proper records of invoices.
- Reporting to the concern head as per requested.
- Submitting weekly/monthly report to the Finance Manager.
- Other related works.

Accounts Assistant/Administrative Assistant

LECHOCOLA

Ajman, UAE

2012 - 2016

Chocolate dealer and retailer that have been cultivated which now leads one of local chocolate traders in UAE.

Accounts Duties:

- Monthly Reconciliation of Bank Statement of NBAD, DIB and UAB
- End of Service Calculations
- Preparing and processing cheque, vouchers and ledger posting.
- Arranging inquiry pertaining for the merchandise needed by the company on top of raising purchase order (LPO) against supplier's best quotation.
- Maintaining of the entire related invoice's works by means of sorting and setting, as well as credit note file.
- Maintaining accounts employees and stock register.
- Monitoring accounts payable and compensated to ensure payments are updated.
- Resolving invoice discrepancies and issues to ensure proper tally.
- Responsible for the reconciling of accounts payable transaction.
- Carrying out other duties assigned by the chief Accountant.
- Preparing of accounts payable, invoice, purchase orders.

Human Resources & Administration

- Responsible for the employee's ticket booking.
- Hotel Booking In-Charge for General Manager Travel Abroad
- Preparation of Remuneration and Leave Salary & Gratuity
- Maintaining The records of each Employee
- Informing the PRO regarding the expiries of Labor Contract of Employees and their Visas

Accounts Assistant

O2 Marine Boat & Yacht
Ajman, UAE
2011 to 2012

Raised, with a rich family heritage of over 30 years of manufacturing high quality pleasure boats and yachts in UAE;

Duties & Responsibilities

- Preparing of accounts payable, invoices and purchase orders, and petty cash as well as payroll calculation.
- Maintaining filing, invoice monitoring systems, and audit petty cash envelopes.
- Maintaining accounts employees and stock register.
- Doing data entries in COMPRADE.
- Preparing vouchers and ledger posting.
- Preparing inquiry pertaining for the merchandise needed by the company.
- Raising purchase order (LPO) against supplier's best quotation (price).
- Obtaining calls direct from the suppliers and customers.

Coordinator/Accountant

EDIBLES
Dubai, UAE
2006 to 2010

Endow with delicious ARAB dessert cuisine since 1998.

EDUCATIONAL ATTAINMENT

Diploma	-	Human Resource Management Global Torch Institute – Abu Dhabi
College Degree	-	COMPUTER BASED BOOKKEEPING AMA Computer 1997 – 1999
Secondary	-	PASSI NATIONAL HIGH SCHOOL – Phil 1993 – 1997

PERSONAL DETAILS:

Sex	-	Female
Marital Status	-	Married
Language Known	-	English, Phil Tagalog, Basic Arabic
UAE Address	-	Abu Dhabi
Mobile Number	-	058 1615398
E-mail Add	-	basmanjoy@gmail.com
Visa Status	-	Husband