

Jenny Rose De Guzman PAYROLL ADMINISTRATION/CLERK



Payroll Officer Professional with 13 years of experience working in the human resources department in an leading private educational institution and actively seeking a position where I can apply my experience and skills. I have dedicated my career path to human resources in house and outsourced.

HIGHLIGHTS:



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Al Muraqqabat, Deira, Dubai, UAE



Tourist Visa

EDUCATIONAL BACKGROUND

 Bachelor of Science in Business
 Administration
 Major in Accounting
 Management

> Baliuag University (formerly Baliuag Colleges) 1069 Gil Carlos St, Baliuag, Bulacan, Philippines

PAYROLL CLERK

June 2018 to May 2023

St. Paul University at San Miguel Salangan, San Miguel, Bulacan, Philippines (+63)446975638

- Receives summary of absences and tardiness report form Human Resource Office.
- Prepares payroll journal on a semi-monthly basis and submits it to the Accountant for checking before the approval of the Executive Officer for the Finance Services.
- Computes accurately the monthly premium of SSS, Philhealth, Pag-Ibig, BIR and other approved monthly amortizations.
- Handles collection through approved payroll deduction on loans and other transactions of employees and remits the same to the proper agencies for payment.
- Maintains the employees' individual and salary ledgers.
- Performs other tasks assigned by the Head.

Cashier

June 2010 to May 2018

St. Paul University at San Miguel Salangan, San Miguel, Bulacan, Philippines

- Received, safeguards and accounts for all collections and issues official receipts.
- Checks remittances of auxiliary service receipts and other funds.
- Submits daily cash reports with corresponding deposits to the accountant.
- Sorts and validates deposits slips returned by the bank.
- Files daily cashier's report, duplicate official receipts, summary of cashier's loads and boutique sales reports.

Administrative Assistant

June 1999 to May 2006

Pag-Ibig Non-Life Insurance Pool Binondo, Manila, Philippines

- Answering the phone in a specific department and transferring calls as needs.
- Sorting and delivering incoming mail and collecting and sending outgoing mail.
- Create documents, maintaining databases and sending memos and mails.
- Making logistical arrangements for meetings or conferences, including booking travel, making reservations or organizing rentals.
- Running errands and making deliveries around the office or to external parties.
- Collecting, filling and organizing office documents, such as reports and confidential records.