

# KRISELDA ROXAS ESPIRITU



## CONTACT INFORMATION

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## OBJECTIVE

To acquire a position in a company wherein I can utilize and enhance my skills and knowledge for the fulfillment of the company's goal.

## PERSONAL QUALIFICATION

- Demonstrates ability to work efficiently in team.
- Hardworking, responsible and very much capable of meeting requirement within reasonable time, self-motivated, willing to work under pressure.
- Knowledgeable on Computer (Microsoft Office).

## MAIN INTERESTS

- Photography
- Travelling

## WORK BACKGROUND

### JR Accountant- Payable

*On Time Group* (Business Village Block B, Deira, Dubai)

March 2019 to Present

- Timely and accurate processing of supplier's invoices and payments. Keep records of collection and status of accounts.
- Ensure that invoices and accounts for payments are paid efficiently and within the agreed timelines.
- Assist in the evaluation of the payments in progress.
- Generate recurring invoices.
- Daily Bank Balance/ Bank Reconciliation
- Intercompany Bank Reconciliation

### Secretary/ Assistant Accountant

*Dar Almadina Manpower Services* (Al Mamzar, Deira, Dubai)

March 2017 to January 2019

- Screening, doing interview with newly arrived housemaids, preparing their applications and visa papers.
- Marketing Housemaids from different nationalities.
- Assisting clients according to their need.
- Follow up selections, visa, and housemaid's status.
- Collecting cash payments and Issuing Invoice.
- Sending account reports, daily and monthly.
- Preparing all the details needed for quarterly tax declaration to be updated on Federal Tax Authority
- Keeping in track with the company's Payables and Receivables.

### Overseas Technical Assistant

*Mosel Vitelic Inc.* (Hsinchu, Taiwan)

Dec 2010 to Dec 2016

- Operate AP, LP, Wet Station Machine.  
Measurement (Ellipsometer, Surfscan 6400, Ophthprobe 2600)
- Assures meeting the manufacturing target, push operations & priority lots.
- Trains newly hired Technicians

### Documentation Personnel /Administrative Assistant

*e.L Laboratories Inc.* (Laguna, Philippines)

August 2005 to November 2010

- Maintains human resources records by recording 201 Files for new hires, transfers, terminations, changes in job classifications, merit increases; tracking vacation, sick, and personal time.
- Preparing logs and records, compensation and wage structure.
- Provides administrative assistance for Administrator Manager and General Manager

## EDUCATION BACKGROUND

### Associate in Computer Technology

Lipa City Public College (Lipa City, Batangas)

2003-2005

## CHARACTER REFERENCE

Will be available upon request.

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

**Kriselda R. Espiritu**