



Kimberly Sharmaine

**Accounts, Administration and HR
Professional with 10+ Years of
Experience in UAE and Philippines**

OBJECTIVES

Seeking middle to senior level position as administration, HR and accounts professional demanding high standards of quality and precision and providing opportunities for professional growth and development.

SKILLS & ABILITIES

- Administration
- Management
- Invoicing
- Bank reconciliation
- Cash management
- Financial statements
- Revenue official reports
- Vouchers handling
- Payroll management
- Advance typing speed – 50 wpm
- WPS – Wages Protection System
- MS office
- QuickBooks
- EPRO HR system
- Client servicing

VITALS

Address: Abu Dhabi, United Arab Emirates
Contact No: +12345678
Email: owcareers@gmail.com
Nationality: Filipino
Languages: English

PROFILE

A highly motivated and result oriented administration and accounting resource, having skills to take the businesses towards the growth. I have proven abilities of general administration and human resource management through commendable performance. I am performance driven, personally astute in developing strategies, risk management, and organising activities. Demonstrated ability to leverage hands-on expertise to execute process reviews, known team leader with demonstrated background in mentoring, training, and managing staff to optimise departments. Currently handling payroll of more than 2,200 workers in a Recruitment Company.

Career Snapshot

Payroll Officer /Accounts Administrator Zain Recruitment UAE	Oct 2016-Present
Accounts/ Admin & HR Relation Spring Fields Nursery (British National Curriculum) UAE	Feb 2016 - Oct 2016
Accounts Analyst/ Mortgage Title Processor Home Development Mutual Fund Philippines	Apr 2011 - Feb 2016
General Accountant DCTECH Micro Services Inc. Philippines	Apr 2010- Mar 2011
Student Assistant / Admin General Holy Cross of Davao College Philippines	Jun 2006- Mar 2010

EDUCATION

Master in Business Administration (MBA) University of the Immaculate Conception - Philippines	2014
Bachelor's Degree in Commerce (Management Accounting) Holy Cross of Davao College, Inc. - Philippines	2010

MEMBERSHIP & ACADEMIC AWARDS

- Junior Philippine Association of Management Accountants (JPAMA)
- Student Assistant Scholar's Organization (SASO)
- Member of Singles for Christ (SFC)

EXPERIENCEDETAILS

**Payroll Officer /Accounts Administrator
Zain Recruitment |UAE**

Oct 2016 -Date

Key Result Areas:

- Mainly responsible for monthly payroll processing of more than 2,200 employees using Easy HR System;
- Monthly uploading of salaries following Wages Protection System (WPS) protocol;
- Maintaining and verifying employee's working hours, overtime computation and absences on monthly basis and generate the employee's payroll accordingly;
- Communicating with employees for payroll related issues;
- Preparing and processing final settlement of all employees;
- Maintaining and keeping track of employees leave credits, cash advances, Car fines and other deductions;
- Checking and reconciling payroll discrepancies;
- Monitoring payment of all employee's health insurance;
- Providing internal services to the employees related to letter for banks, pay slips, etc.;
- Communicating to bank personnel for any bank related concerns (ATM replacements, requests, cancellations and etc.;
- Assisting with the monthly closings and preparation of monthly financial statements;
- Assisting with year-end closing and payroll administration;
- Maintaining employees data and protecting payroll operations by keeping information confidential;and
- Work assigned by Finance Manager from time to time.

**Accounts / Admin & HR Relation
Spring Fields Nursery (British National Curriculum) - UAE**

Feb 2016- Oct 2016

Key Result Areas:

- Serving as secretary to school manager;
- Scheduling appointments, organizing conference and meeting room bookings;
- Processing and receiving payments including cash, cheques, credit cards and maintaining daily transaction reports;
- Responding to questions/complaints from parents regarding issues related to payments and balances;
- Processing documentation&preparing reports relating to employee's activities (staffing, recruitment, training, performance evaluations, etc.;
- Collating employee requirements for any legal related process;
- Coordinating with broker for employee's insurance card application/renewal;
- Compiling and updating employee records (hard &softcopies);
- Reviewing& processing employee expense reports and preparing petty cash daily report;
- Preparing and monitoring regular reports on expenses &office budgets;
- Assisting in payroll preparation and deal with employees request regarding HR issues, rules & regulations;
- Providing general support to visitors;
- Issuing memos and providing documents as per employees request;
- Maintaining security by following procedures, monitoring logbooks & issuing visitor badges; and
- Screening &direct calls andtaking and replying messages.

**Accounts Analyst/ Customer Service Officer/ Mortgage Title Processor
Home Development Mutual Fund | Davao, Philippines**

Apr2011-Feb2016

Key Result Areas:

- Preparing and examining documents regarding property liens mortgages contracts to ensure title is ready to be processed;
- Compiling all paperwork needed to complete title processing's;
- Responsible for customer service, greeting customers, answering phones, sending emails and faxes to loan officers and agents, and tending to their needs;

- Overseeing foreclosure process from beginning to close of property sale;
- Maintaining open communication between client and company during the entire process;
- Investigating title history to verify no additional lien holders or interested parties;
- Maintaining information files and process paperwork;
- Maintaining and monitoring housing loan accounts; and
- Preparing monthly invoices and notices to default clients;
- Receiving and endorsing cheque payments of client to concern division;
- Providing any related customer request and preparing various reports;
- Filing necessary papers for proper documentation; and
- Preparing journal entries, reconciling, preparing A/P and A/R reports, monitoring of housing loan account and Prepares monthly billing statements, client servicing.

General Accountant
DCTECH Micro Services Inc. | Philippines

Apr 2010 - Mar 2011

Key Result Areas:

- Preparing billing statements, cash management, invoicing, preparing journal entries/ vouchers;
- Handling petty cash fund, preparing various reports (Sales, Collection and Liquidation Reports), bank reconciliation, aging of receivables, processing travel documents, monitors cash advances of employees, entertains customer request and any issues and problems faced by customers and dealing with complaints.

Student Assistant Scholar /Administrative General
Holy Cross of Davao College | Philippines

June 2006 - March 2010

Key Result Areas:

- Assisting payroll administrator, accounts receivable and disbursing Officer;
- Secretarial duties to the head of finance, customer relation towards students and employees;
- Checking revenue official receipts, creating and modifying documents using Microsoft office;
- Making summaries of monthly sales, monthly expenses and some other accounting related jobs;
- Performing general clerical duties to include but not limited to: photocopying, faxing, mailing, and filing
- Maintaining hard copy and electronic filing system; and
- Routing company memos, set-up and coordinate meetings and conferences.

Reference will be furnishing demand