



MARIAN SOGO-AN

SKILLS

- Hardworking and fast learner
 - Relate well to the people
- Develop rapport with the clients, staff, and others.
 - Teamwork and collaboration
 - Problem Solving
 - Teamwork

SEMINARS/TRAININGS

- 2016 Gender Equality Workshop
 - Venue: 5th Flr. Palmyra Bldg.
 - Date August 27, 2016
 - Speaker: Jan Erron Celebrado
- 2017 Wellness Seminar " Sleep Disorder and Management
 - Venue: 5th Flr. Palmyra Bldg.
 - Date: February 27, 2017
 - Speaker: Dr. Lemuel C. Delos Reyes

PERSONAL SUMMARY

I have been working as an HR assistant (Timekeeping) at DPI for almost 3 years. Currently I'm working as an HR assistant (Salary Administration) for almost 2 years. I'm a fast learner and can work with minimum supervision.

WORK HISTORY

Salary Administration Assistant

Lifebank Microfinance Foundation Inc. | June 2019 - present

- Prepares and process reports (Regularization, Promotion, Longevity, Transitional, and Transfer) every cut-off.
- Coordinate to field for other concern regarding employee salary.
- Assist management for other concern.

Human Resource Assistant (Timekeeping)

Desserts Plus Inc. | November 2015 - August 2018

- Assist Management in processing payroll.
- Prepares and Checking of report every payout, monthly and yearly.
 - ✓ Benefits of Resigned. ✓ Per-Outlet Report
 - ✓ SL/VL Balance. ✓ Hold Salary Report.
 - ✓ Payroll Adjustment System (Accrual)
 - ✓ Accurate Posting and Computation on IAR
 - ✓ Manual Computation. ✓ Accrual Reports
 - ✓ Maternity and Sickness SSS reimbursement
 - ✓ Answer query about salary (via email or phone call)
 - ✓ Retro of Wage Order
 - ✓ Assumed and Holiday Memo
 - ✓ Exec and Confi Calendar
 - ✓ Checking of Agency DTR and Billing

SCHOOL ATTENDED

Central Philippine University

BSBAMM | June 2011 - April 2015

CONTACT INFORMATION

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