

JESSICA L. SICAT

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CAREER OBJECTIVES

To enhance my professional skills in a dynamic and stable workplace
To build a long term career in your company with opportunities for career growth

PROFESSIONAL EXPERIENCES

HR OFFICER/ ACCOUNTING CLERK MEW INDUSTRIAL SALES CORPORATION

Purok 1 Mining Angeles City
Philippines
June 2008 up to Present

Duties and Responsibilities

- Responsible for SSS, Philhealth PagIbig Fund benefits of employees.
- Filing and updating 201 files of employees.
- BIR compliance and requirements to the auditor particularly sales and purchases.
- Responsible for Government documents (Mayors Permit, SEC, DOLE etc.)
- Kept records the details of important meetings (Board meeting, committee meetings)
- Managed incoming and outgoing mail/email/checks and kept a daily deposits ledger.
- Managed, organized and updated files, records.
- Ordered and managed office supplies and equipment.
- Handled day-to-day journal entries, reports, and income/sales, sales receipt deposits, bank account reconciliation, and performed various routine adjustments to company documentations, records, logs, journals, etc
- Double-checked forms and various papers for accuracy, editing or consulting supervisor when required

ACCOUNTING CLERK BABY CHARM AND FONLEY INDUSTRY INC.

Friendship H-way Calibutbut Bacolor Pampanga
Philippines
January 2006 – June 2008

Duties and Responsibilities

- Payroll master
- Responsible for SSS, Philhealth PagIbig Fund benefits of employees
- BIR compliance and requirements to the auditor particularly sales and purchases
- Coded payables and receivables, assisted with processing periodic reports and generating invoices.
- Balanced entries, organized documents and debits and credits, verified statements and totals with records...
- Utilized on a daily basis the accounting system of the company and assisted with monthly reports and invoicing.

- Compiled information from company clients for the purpose of reconciling payments

**MARKETING OFFICER
NUTRIPLUS LABORATORIES CORPORATION
ISO CERTIFIED 9001:2000**

Villa Gloria Angeles City Philippines
February 2002- October 2004

Duties and Responsibilities

- Coordinates received sales order from customer with manufacturing.
- Update product list and price list.
- Receives customer returns and complaints and coordinate action to be taken with warehouse on the disposition.
- Receive and file customer survey report
- Prepares D.R and F.G endorsement.
- Ensures effective handling of customer complaint
- Prepare sales report and follow up collection.

**OPERATION SUPERVISOR
NATIONAL ART STUDIO**
Sto. Rosario Angeles City Philippines
April 2001-2002

Duties and Responsibilities

- Prepared, managed and organized meetings, conferences, travel arrangements and expenses report.
- Maintained office scheduling and event calendars
- Established the administrative work procedures for tracking daily tasks of unit staff.
- Preparing raw materials for productions
- Ordered and managed office supplies and equipment.
- Responsible for employee attendance for payroll

**ASSISTANT BOOKKEEPER
ANGELES PUBLISHING HOUSE INC.**
Angeles University Foundation
2000-2001

Duties and Responsibilities

- Compiled, sorted and filed office records, business transactions, bills, checks and invoices.
- Updated and maintained accounting records, including – expenditures, receipts, invoices, accounts payable and receivable.
- Typed documents, data entry, emails.
- Recorded the transactions debits/credits.

**LABORATORY ASSISTANT
CHEMISTRY DEPARTMENT**
Angeles University Foundation
1998-2000

Duties and Responsibilities

- Maintained areas clean, spacious, and presentable

- Preparing the apparatus and chemicals for the experimentations.

KEY SKILLS AND QUALIFICATIONS

Knowledge of Microsoft Office and corporate management systems.

Effective typing skills.

Data management.

Self-organized, initiative, independent worker, with great communication skills

EDUCATIONAL ATTAINMENT

TERTIARY **ANGELES UNIVERSITY FOUNDATION**
BACHELOR OF SCIENCE IN OFFICE ADMINISTRATION
MAJOR IN COMPUTER EDUCATION
April 21, 2001

SECONDARY **ANGELES CITY HIGH SCHOOL**
PANDAN ANGELES CITY
A.Y 1997

PRIMARY **PANDAN ELEMENTARY SCHOOL**
PANDAN ANGELES CITY
A.Y 1993

PERSONAL DATA:

CIVIL STATUS: MARRIED

CITIZENSHIP: FILIPINO

DATE OF BIRTH: JUNE 10, 1980

BIRTH PLACE: PHILIPPINES