

AIREEN CARLA B. OLIVEROS

Address: 909 Kamagong St. Brgy. NAPICO
Manggahan Pasig City
Contact No.: +63 967.315.6022
Passport No.: P8645060A



OBJECTIVE:

Equipped with 12 years of experience in administrative works. Was able to handle people and manage matters relating employee's/employers' relationship. Would be willing to try to embark into a new venture to help promote personal capabilities. Aggressive, hard-working can work on minimal supervision and willing to be part of a team. Also, willing to learn not only the tricks of the trade but the trade itself as well. A born leader, not easily discouraged, goal - oriented, can work well with other people to have the best result of every task given. To proficiently acquire a job best suited to my qualifications, to further develop my skills and capabilities as a leader and to prepare myself in a continuously changing environment.

PERSONAL INFORMATION:

Nickname:	Aizee
E-mail Address:	aireenebautista@gmail.com
Sex:	Female
Date of Birth:	November 25, 1989
Age:	31-year-old
Civil Status:	Single
Citizenship:	Filipino
Height:	5'4 ft.
Weight:	65 kg.
Religion:	Roman Catholic
Skills:	Computer Literate, Bookkeeper, Liaison Office, Driving motorcycle

SCHOOL BACKGROUND:

Elementary: De Castro Elementary School
1997-2002

Secondary: Sta. Lucia High School
2003-2006

Tertiary: Gateways Institute of Science and
Technology
Hotel and Restaurant Management
2008-2010

SEMINARS AND TRAININGS:

IMPERIAL SUITE PALACE HOTEL

Timog Ave., Quezon City
Hotel Immersion
September: 18, 2008- September 20, 2008

FRIDAY'S RESTAURANT

Timog Ave., Quezon City
Seminar for Commercial Cooking
January 8, 2009

SUPER FERRY

South Harbour, Manila On-Board Training
May 9, 2009-May 14, 2009

**TESDA Competency Assessment and Certification Program Mandaluyong
City Competency Assessment-Front Office Service NC II - COMPETENT**

**TESDA Competency Assessment and Certification Program Mandaluyong
City Competency Assessment-Food and Beverage Service NC II - COMPETENT**

**TESDA Competency Assessment and Certification Program Mandaluyong
City Competency Assessment-Housekeeping NC II- COMPETENT**

WORKING EXPERIENCE:

ARCH PROPERTY LTD

Executive Personal Assistant / Property Manager

England

03-18-2019/05-10-2021

JOB DESCRIPTION:

- Provide crucial administrative and organizational support to CEO
- Responsible in Accounting and Book keeping
- Process payments, invoices to our Maintenance and Tradespersons
- Managing client materials, application and info generating reports
- Using Xero and QuickBooks for billing, invoicing, expenses and revenue
- Using Project Management tools such as Slack, Asana, Trello and Basecamp
- Using LinkedIn, Sales Force and Sales Navigator for Leads Generation
- Using Skype, WhatsApp and Viber for communication
- Using VOIP Phone to receive incoming and outgoing calls
- Plan and coordinate administrative procedures and systems and device ways to streamline process
- Process of Business Permits and Licenses
- Arrange/ reconfirm all appointments within CEO's calendar and keep track of time and be flexible to unforeseen changes
- Prepared CEO for all meetings, agendas and research objectives in advance
- Pay company bills/personal bills
- Handle contracts and confidential legal matters
- Overseen the day-to-day operation in the office
- Flight Bookings and Hotel reservation for CEO
- Assist internal Events/meetings such as company launches, conference planning and scheduling car services for travel needs
- Submitting daily and weekly reports, presentations and correspondence

THE ELLIOTT GROUP

Virtual Executive Personal Assistant to the British Director

Property Manager

United Kingdom

12-27-2016/01-08-2019

JOB DESCRIPTION:

- Respond to emails and phone calls
- Oversee facilities services, maintenance activities and tradespersons
- Responsible in Bookkeeping and Accounting using QuickBooks and Xero Accounting
- Handle in billings, processing payments and create/manage invoices
- Manage schedules, appointments and deadlines
- Manage CRM system
- Managing Social Media Accounts, Website updates
- Coordinate rental payments and contracts of the tenants
- Monitor costs and expenses
- Organize the receipts and upload to the Accounting Software tools.
- Prepare customer/tenant spreadsheets and keep online records
- Organize Director' calendars
- Book travel and accommodations
- Perform market research
- Create presentations, as assigned
- Provide customer service as first point of contact
- Prepare, collate and ship proposals and meeting materials
- Prepare and send out e-mail newsletters use Mail chimp
- Take transcription and handle correspondence
- Handle contracts and confidential legal matters
- Pay company bills and personal bill of the Director

- Using Slack, Trello, Google Drive, Skype, GoToMeeting/Zoom for working and communication tools

CARLTON ENTERPRISES LIMITED

Executive Personal Assistant to the American CEO

Office Admin Manager

One Roxas Triangle Tower Cruzada St. Makati City

03-30-2014/07-22-2016

JOB DESCRIPTION:

- Provide crucial administrative and organizational support to CEO
- Responsible in Accounting and Book keeping
- Process payments, invoices to our Maintenance and Tradespersons
- Managing client materials, application and info generating reports
- Using Xero and QuickBooks for billing, invoicing, expenses and revenue
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ABTIK OUTSOURCE

Executive Assistant to the Australian CEO

Administrative Manager

Kapitolyo, Pasig City

02-6-12/03-11-14

JOB DESCRIPTION:

- Plan and coordinate administrative procedures and systems and device ways to streamline process
- Calculate employee wages from plant records or time cards and prepare checks for payment of wages.
- Process of Business Permits and Licenses
- Providing independent advice on the management of projects
Organizing the various professional people working on a project
Risk assessment
- Making sure that all the aims of the project are met
Making sure the quality standards are met
- Using the latest IT to keep track of people and progress
Recruiting specialists and sub-contractors
- Monitoring sub-contractors to ensure guidelines are maintained Accounting, costing and billing.
- Keeps records of financial transactions for establishment, using calculator and computer: Verifies, allocates, and posts
- Details of business transactions to subsidiary accounts in journals or computer files from documents, such as sales slips, invoices, receipts, check stubs, and computer Printouts.
- Reconciles and balances accounts.
- Compile reports to show statistics, such as cash receipts and expenditures, accounts payable and receivable, profit and loss, and other items pertinent to operation of business.
- Designated according to kind of records of financial transactions kept, such as Accounts-Receivable Bookkeeper, and Accounts-Payable
- Develops system to account for financial transactions by establishing a chart of accounts; defining bookkeeping policies and procedures.

My Key Skills as a Project Manager:

- Analytical skills
- Organizational Skills
- Numerate skills
- Commercial awareness
- Communication
- Team working
- Diplomacy
- Ability to motivate people Management skills

ZENZA ASIA PHILIPPINES INC.

Executive Assistant to the American CEO

Office Manager

Washington St. Dela Rosa, Makati City

04-20-10/01-2-12

JOB DESCRIPTION:

- Provide advice, promote and facilitate business development within the municipality.
- Plan and coordinate administrative procedures and systems and device ways to streamline process
- Update Company Policies and Guidelines
- Using Google Suites, Google Drive and Microsoft Office 365
- Process of Business Permits and Licenses
- Develop and implement business and training programs that meet the needs of local businesses.
- Build strong relationships and assist key business groups within the municipality, including business associations, retail trade groups and chamber of commerce to undertake marketing, business development and promotional initiatives.
- Liaise with key agencies including regional state and federal governments, to
- deliver and enhance services to the local business community.
- Conduct research and identify ways of improving services and projects to local businesses
- Answers and screens phone calls and manages the General Manager's mails
- Schedules and coordinates appointments, meetings and events, including registration and travel arrangements as necessary.
- Transcribes drafts, proofreads and revises correspondence, memos, flyers, agendas, minutes, resolutions and policies.
- Assists in the completion of various forms, notices, press releases and other communications, which may require posting and/or publication
- Assists Country Manager with customer inquiries and problem resolution.
- Assists District personnel in meeting preparation, set-up and clean up.
- Exhibits ability to constructively deal with conflict and afford effective resolutions suggests policy changes in order to streamline department operations.
- Assures departmental operations within budgetary guidelines
- Exhibits willingness to ensure successful inter-departmental relationships.
- Keeps records of financial transactions for establishment, using calculator and computer: Verifies, allocates, and posts details of business transactions to subsidiary accounts in journals or computer files from documents, such as sales slips, invoices, receipts, check stubs, and computer printouts.
- Compile reports to show statistics, such as cash receipts and expenditures, accounts payable and receivable, profit and loss, and other items pertinent to operation of business.

- Calculate employee wages from plant records or time cards and prepare checks for payment of wages.
- Prepare withholding, Social Security, and other tax reports. Compute, type, and mail monthly statements to customers.
- Designated according to kind of records of financial transactions kept, such as Accounts-Receiveable Bookkeeper, and Accounts-Payable Bookkeeper.
- Develops system to account for financial transactions by establishing a chart of accounts; defining bookkeeping policies and procedures.

INNO-GLOBAL BUSINESS SOLUTION

Executive Assistant of the Iranian President

Office Manager

Ortigas Center, Pasig City

05-23-07/03-20-10

JOB DESCRIPTION:

- Managing and controlling all the company's external suppliers with particular emphasis on the purchase of Materials and finished parts for production.
- Update Company Policies and Guidelines
- Using Google Suites, Google Drive and Microsoft Office 365
- Ensure parts and materials are bought at the most competitive price and delivered on time for production.
- Establish strategic relationships with key suppliers (probably turnkey including design) who are aligned to the company's needs.
- Identify new suppliers, agree terms and negotiate supply agreements where appropriate, including discount structures and volume rebates.
- Foster close working relationships with associated departments eg. Sales, Engineering and Production, Business Development.
- To carry out a comprehensive review of the Purchasing function and its methodology and identify and implement improvements.
- Booking rooms and travel arrangements
- Preparing and distributing papers and documents for meetings
Taking minutes
- Coordinate and Communicate with the prospect and existing clients
- Drafting letters and other documents, such as PowerPoint presentations
Maintaining filing systems
- Answering the phone and answering queries

SERVRITE PHILS INC. /MEDICARD PHILS.

Sales Assistant

Bookkeeper/Accounting

Liaison Officer

Green Park Village Pasig City

02-10-05 / 02-15-07

JOB DESCRIPTION:

- Reconciles, balances accounts and Tracking expenses
- Compile reports to show statistics, such as cash receipts and expenditures, accounts payable and receivable, profit and loss, and other items pertinent to operation of business.
- Calculate employee wages from plant records or time cards and prepare checks for payment of wages.
- Prepare BIR tax forms and payments. Compute, type, and mail monthly statements to customers.
- Designated according to kind of records of financial transactions kept, such as develops system to account for financial transactions by establishing a chart of accounts; defining bookkeeping policies and procedures.
- Skills/Qualifications Applied: Developing Standards, Analyzing Information, Dealing with Complexity,
- Reporting Research Results, Data Entry Skills, Accounting,
- Attention to Detail, Confidentiality, Thoroughness
- Maintaining diaries and Answering telephone calls
- Filing; organizing meetings
- Using a variety of software packages
- Booking transport and accommodation
- Managing databases; handling correspondence
- Implementing and maintaining procedures/administrative systems
Liaising with staff, suppliers and clients
- Preparing letters, presentations and reports

CHARACTER REFERENCES:

Mary Grace Doce

Account Executive/Travel Agent Representative
Pasig City

Abbas Uy Faraidooni

President
Quezon City

Alan B. Dano

Proprietor/Programmer
Pasig City

I hereby certify that all of the above-mentioned information are true and correct to the best of my knowledge.



Aireen Carla B. Oliveros