

SHARI MAE N. INCIERTO

ADMINISTRATIVE
ASSISTANT

#365 LEANDRO NERI ST., Z-2
BAYABAS, CAGAYAN DE
ORO CITY, PHILIPPINES, 9000
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SKILLS AND PROFICIENCIES:

- Language: English, Tagalog & Visayan
 - Accounting: Basic Accounting Principle, Financial Management, Budget Allocation, Cost Accounting
 - Computer: Proficient in Microsoft Office: Excel, Word, PowerPoint
 - Others: Time Management and Team Player
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LANGUAGES:

- Tagalog/Visayan (Native)
 - English
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TRAINING:

Feasibility Studies – Xavier University – Ateneo de Cagayan: June 2013- March 2014

- Registered and managed our own small business.
 - Trained and taught to be Purchasing Manager, Production Manager, Sales Manager and General Manager for the entire school year
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Objective:

A position related to finance and sales where my skills and capabilities can be effectively utilized to improve business operations and contribute to company's profit.

WORK EXPERIENCES:

Administrative Assistant- Torre de Oro Development Corporation: October 2019- Present – Cagayan de Oro City, Philippines

- Handles inquiries
- Prepares Journal Vouchers, Check Vouchers and Purchase Orders
- Responsible for keeping files
- Generates Attendances
- Does monitoring
- Coordinates with Accounting Department, Engineering and Marketing Department
- Release check payments
- Prepares Marketing Materials
- Responsible for hiring of new employees
- Handles Withholding Tax and Provides Certificate of Credible Tax Withheld at Source

Shop in Charge - Continental Group- Oven.Lys: September 2016- July 12, 2019 – Abu Dhabi, United Arab Emirates

- Handles inquiries
- Receives and books the orders of customers
- Makes sure the orders are delivered on time
- Handles the schedules of the drivers and delivery locations
- Deals with potential investors
- Computes and Deposits daily income
- Does the costing of all products
- Keeps sales details
- Provides possible mark-ups to the potential investors
- Acts as Events Manager

Cashier/Billing Clerk- Maria Reyna – Xavier University Hospital, Inc.: Aug. 2014- Mar 2016 – Cagayan de Oro City, Philippines

- Receives payments both from out and in patients.
 - Balances the daily collection every day.
 - Responsible in depositing the collections.
 - Makes sure the payments from the health insurances were applied to the unpaid bills of the patients whose bills are charged to them
 - Segregates the professional fees of the doctors upon payments of the patients.
 - Computes the taxable income of the doctors
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EDUCATIONAL ATTAINMENT

Bachelor of Science in Business Administration
Major in Financial Management
Xavier University – Ateneo de Cagayan
Corrales Avenue, Cagayan de Oro City
S.Y. 2010 – 2014