

DENNIS C. ALMARIO

Professional Summary

Professional administrative assistant with 14+ years of experienced providing Accounting and Admin support. Skilled in Invoice Management, Data-entry, Financial Reports, Inventory Management, Purchasing and well-developed expertise in administration and compliance. Proactive problem-solver and multitasker with strong abilities to address a high volume duties with accuracy and professionalism.

Work Experience

Administrative assistant

Saudi Arabian Airlines ,Jeddah, Saudi Arabia , 09/2008- – Present

- Ensures assisting Saudia sister companies, non-Saudia , by walk-ins, by phone calls, by letters, by faxes and by electronic client.
- Responsible in communicating and providing all required documented to Saudia Finance for billing such as Checking the workflow and status of billing.
- Purchases raw materials, outsources jobs when required, and scouts the lowest prices of purchases for bidding and Prepares closing of transactions in SAP systems.
- Prepares financial status reports and customer statement of accounts by Reviewing and checking all SBU revenue for final closing.

Account Clerk

Municipal Government of Bulacan ,Philippines , 10/2006-05/2008

- Assisted in posting of transactions such as recording of cash receipts and disbursement.
- Prepared disbursement vouchers for SEF, general and trust fund.
- Assisted in making monthly trial balance reports and closing the book of accounts and other duties assigned from time to time

Warehouse Man

Saudi Medical Services - Al Salam Hospital ,Sadah, Republic of Yemen , 06/2002-06/2006

- Assisted in receiving and unpacking of incoming supplies and verified quantity, description and stock number against supplier's invoice, original purchase order and purchase request.
- Counted stocks and recorded inventory count in accordance with the random physical inventory of stock items and annual inventory procedures.
- Checked records from electronic data processing (EDP) in order to keep equal balance of stocks by Entered appropriate stock numbers on each item and examined materials received for damages and expiry dates.

Contact

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Bulacan, Philippines



Skills

Professional

Detail-oriented, Flexibility, Time Management, Multitasking, Decision Making, Mathematical and Critical thinking skills, Problem-solver, Communication and Organizational skills.

Technical

Proficient in Microsoft Office (Word, PowerPoint, Excel) and skilled in Financial reporting, Account Management, Tracking of Purchase orders, Invoice and Inventory Management and Administrative duties.

Education

Bachelor of Science in Commerce Major in Banking and Finance in

University of Regina Carmeli, Malolos Bulacan, Philippines , 06/1996 – 03/2000

