

Amaflor Santiago

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PROFESSIONAL SUMMARY

Dedicated Compliance Specialist with over 4 years of professional experience. Organized companies business permits and requesting payments for the companies taxes, assisting Compliance Supervisors duties. Eager to help the Company with managing appointments and communications. Also, skilled in accounting and ready to assist in bookkeeping.

AREAS OF EXPERTISE

Computer Skills

Adjustment To New Environment

Multitasking

CAREER EXPERTISE

COMPLIANCE SPECIALIST

2018 - Present

ULTICON BUILDERS INC. ISO AAAA CERTIFIED DAVAO CITY, Philippines

Ensure compliance of all engineering activities with governmental regulations and standard operating procedures. Securing business permits are updated and well handled according to its confidentiality.

Director's Secretary

2010 - 2012

Saint Peter's College of Toril Davao City, Philippines

Dusting and cleaning ceiling vents, surface areas, and counter surfaces. Performs general sweeping, scrubbing, mopping of hardwood, laminate, or tiled floors

Performs administrative tasks such as typing, filing, and completing basic paperwork. Operates office devices, such as photocopiers, scanners, telephone and voicemail systems, personal computers, and other common office apparatus. Answers the telephone, directs calls to the right parties, and takes messages.

EDUCATION

Bachelor of Science in Commerce - Management Accounting 2006 - 2008

Saint Peters College of Toril

Bachelor of Science in Agricultural Business 2004 - 2006

University of Southeastern Phils.