

CHELLAMIE SERVA AVES

205-489 2nd Avenue North, Saskatoon, SK S7K2C1 / 14055 161 Ave NW Edmonton AB T6VOJ2

[+1-587-938-5681](tel:+15879385681) / Chellamie@yahoo.com

6 years as Administrative Officer

12 years as Admin Assistant

15 years as Bookkeeper

7 years as College Instructor plus School Dept. Head

18 years as Business Consultant

WOK EXPERIENCE

Administrative Officer II - Department of Education 2/7/2017 up to 09/30/2023

Formulates, computes, analyzes and prepares Deped Personnel salaries, benefits and incentives, etc. Consolidates and Analyzes Reports regarding Budget and Financial Matters. Act as the Administrative Head of all Senior High School Section and HRMO of the Department. Liquidates all expenses incurred in the schools especially in Utilization of Maintenance and other Operating Expenses. Oversees and implements admin procedures, conducts and analyzes admin operations such as budgeting for projects, planning and management processes and coordinate acquisition of admin services such as office space, suppliers and security services., Establish work priorities, delegate work to office staff and ensure deadlines are met and procedures and followed., Plan for office services, such as accommodation, relocations, equipment, supplies, forms, disposal of assets, maintenance and security services., Assemble data and prepare periodic and special reports, manuals and correspondence, Supervises record management and related staff, assists School Head and maintains 201 files of Personnel. Act as Bookkeeper of the Department

Administrative Aide VI- Department of Education- (4/27/2015 – 2/6/2017)

Act as an Administrative Assistant of the Schools Division Superintendent, assists Head of Office in the whole operation when the Head is out for seminars, assists Chairman of Bids and Awards Committee (BAC) on bidding and procurement process, assists Chairman of Personnel Hiring thru computation of scores of Registered Qualified Applicants, assists on processing of appointments of newly and promoted applicants, answers and direct phone calls, organizes and schedules appointments, plans meetings and takes detailed minutes, writes and distributes emails. Deped orders and memos, letters, faxes and forms, assists in the preparation of regularly scheduled reports and sometimes do the reports when the head is not around, develops and maintains a filing system thru management information systems or manually.

Department Head Bokeeping/ Bookkeeper - I-tech Computer Educ.(6/2/2013 – 4/26/2015)

Head trainer of Bookkeeping Students in Account and Bookkeeping Subjects, teaches Accounting, Mathematics, Bookkeeping, Computer (Excel, Word) Quickbooks, maintains book of accounts of the school, collects

transactions, completes data entry, tracks Debits and Credits, maintains and monitors Financial Records, transacts BIR matters.

College Instructor - Bago City College (6/1/2008 –6/1/2013)

Head trainer of Bookkeeping Students in Bookkeeping and Accounting Subjects, teaches Accounting, Mathematics, Bookkeeping, Computer (Excel, Word) Quickbooks

General Manager - ONE-STOP-SHOP (12/1/202005 – 5/30/2008)

Decision Maker, Bookkeeper, Internal Accountant, Sales and Marketing

Human Resource Manager - American Nurses International and PACE Nurses International (1/2/2003 – 11/30/2005)

In-charge of hiring nurses includes manpower pooling and selection and Coordinates with the partner investors Coordinates with Local Hospitals and Foreign Hospitals with regards to Employment, does the background investigation of applicant, assess applicants if they meet qualification standards, coordinates and facilitates nurses needs to review centers, exams and employment to USA, point person of the company in coordination of all operations, runs the business and whole operation in the Philippines, over all in charge of the Nurses deployment for USA

Exec Assistant to the President - SASSOC PLANNERS & CONSULTANTS, TRANSERV MANAGEMENT AND SEAMLESS TRAVEL (1/52000-12/28/2002)

Assist the Company President in all tasks Travel errands for the President if he is not in the Philippines Trusted in Financial transaction of the company and personal transactions of the Company's President Pays all company bills and purchases office supplies and equipments In charge as point person of the President for the Philippine Operation

Technical Assistant – Engineering Department of Distileria Bago Inc. (May 1999 – December 1999)

In charge of the Management Information Systems of the Department, Assists in all the tasks of the Department Head, Make all Engineering reports to be submitted to the Plant Manager, Computes data submitted by other Department to the office and consolidates it to our report

Student Assistant – University of St. La Salle(1996-1999)

Assists any personnel in the Business Office of the School who needs my service (All around), Organizes Files, Cleans the Office, Maintains cleanliness in the working area of the office (Cleaner), Ran errand like buying something for the office or do the scratch jobs for the office

Additional Information

Business Consultant and Bookkeeper - Squareboys Office, School Supplies and Equipment Enterprise / Walmart Hardware and Construction Supplies / A.Aves Travel and Tours, Agency (Year 2007 up to present)

Introduces Marketing Strategies of the business, introduces Digital Marketing to strategize the business, transacts BIR taxes and other related documents, trains Personnel, maintains Debit, Credit transactions, maintains Book of Accounts, In charge of Financial Records, Consolidating withholding taxes and Filing 2307 on line to BIR, Facilitates and prepares tax clearance, Trial Balance, Balance Sheet, Income Statement, Cash Flow.

SKILLS

Sales and Marketing Analysis
Business Strategic Planning
Business Management
Budget and Financial Analysis
Accounting and Bookkeeping
Well versed Human Resource Management
Information Systems Management
Excellent Leader
Professional Driver

EDUCATION

Mandaue City College, Cebu, Philippines
Master's Degree in Public Administration - 2009

University of Saint La Salle, Bacolod City, Phil. **Bachelor of Science In Commerce**
Major in MANAGEMENT INFORMATION SYSTEM - 1999

Ramon Torres National High School-Philippines - 1995

ELIGIBILITY

- Career Service Eligible
- Driver's License – Professional Driver since Yr 2003
- National Trainer's Certificate – National Certificate III
- Trainer's Methodology Course - National Certificate III of Bookkeeping
- BOOKKEEPING – National Certificate III

TRAINING PROGRAMS/SEMINARS

- 3rd National Assembly and Capacity Development Program of NDBA-IUs, Inc. – **August 20-25, 2023**
- BOOKKEEPING with QUICKBOOKS ON LINE
January 15, 2023
- 13TH National Congress & Seminar Workshop of the DepEd NEU
11/25/2019-11/27/2019
- Capacity Building on Technical Writing & Oral Communication Skills
7/22/2019-7/23/2019
- Financial Literacy Seminar
4/8/2019
- Financial Management Operations Manual Seminar
2/21/2019 – 2/22/2019
- CSC-HRMPS Seminar
12/7/2018 -12/8/2018
- 2018 National Planning Conference 10/17/2018 –
10/19/2018
- Peers Forum
10/11/2018
- PAGBA National Training
8/8/2018 – 8/11/2018
- ORAORA CSC
4/24/2018 – 4/26/2018
- Financial Management Operations Manual Seminar –
2/13/2017 – 2/14/2017
- Psychological Wellness Seminar
12/1/2017 -12/3/2017
- Government Association of Certified Public Accountants Seminar 10/25/2017 – 10/27/2015
- Training Workshop on the Performance Monitoring and Evaluation
10/18/2017 – 10/19/2017
- VCM Technician Training
2/23/2016
- Trainer's Methodology & Assessment Methodology
9/26/2015 – 9/28/2015
- Teacher's Induction Program
9/14/2015
- Workshop in Quickbooks
3/16/2015
- Teaching Tourism and Hospitality Accounting
1/15/2015