

KESHA MAY M. CARCUEVA

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CAREER OBJECTIVE

To work in Canada where I can make use of my skills and experiences. I am highly competent, motivated and enthusiastic individual with high experience in customer support, administration and data protection management. Well-organized, proactive with great communication skills and able to establish good working relationships with different people. Possessing a proven ability to generate innovative ideas and solutions. Currently looking in a reputable company where I can develop my nursing diploma.

WORK EXPERIENCE

ADMIN – HUMAN RESOURCE

Roma Closets & Kitchen W.L.L.

Doha, Qatar

March 2023 – Present

- Administrative Duties
- Prepares and send letters, memo, reports & emails
- Receive and sorts E-mail, mail and packages
- Maintain & verify staff hiring and records
- Research, request and monitor shipment of quality supplies (local & overseas)

ADMIN - DOCUMENT CONTROLLER

Gold Bay Hotels|Jelaiah & Rose Valley Compound

Doha, Qatar

January 2022 – February 2023

- Data Entry, Filing, Documentation & Record Safekeeping of tenant's contracts
- Prepares and send letters, memo, reports & emails
- Maintains office supplies inventory
- Receive & sorts mail
- Prepare and Maintain Standard Lease Agreements
- Monitor Payment Scheduling
- Receives Cash & Cheque
- Inspecting Prior and Post Tenant Moving
- Prepare Water & Electricity Statement Reports
- Prepare & File Maintenance Reports
- Maintain & Verify Staff Record
- Answer & Direct Phone Calls
- Organize & Schedule appointment, meetings & hiring interviews
- Maintain up-to date contacts & records
- Provide general support to property inspection team
- Register contracts in Baladiya
- Photocopy & printout documents
- Manage clubhouse, gym & swimming pool booking
- Greet & assist visitors

ADMINISTRATIVE ASSISTANT MAJESTIC REAL ESTATE

Doha, Qatar

October 2021 – December 2021

- Administrative Duties
- Monitor Property Availability (Sales & Rent Listings)
- Provide Listing guide for agents
- Filing & Document Contracts
- Answers & Directs Calls
- Provide property details to agents & clients
- Upload & Advertise Properties

SALES AND SERVICE SUPERVISOR

Robinsons Bank Corporation

Philippines

December 2017 – October 2021

- Cash Beginning & End Handling
- Bank Account Approver
- E-Banking Account Approver
- Remittances Approver
- Vault Supervisor
- ATM Supervisor (Reading, Loading & Reconciliation)
- Mall Branch opening - closing Supervisor
- EOD reporting
- Monthly ledger reporting
- Supervises staff & Personnel
- Petty Cash Supervisor
- Cheque Clearing
- Pick-up Teller Supervisor
- Perform Monthly Meeting

AUDITOR

Local Government Unit – Accounting Dep't.

Philippines

July 2016 - September 2017

- Receives Vouchers
- Audits Government Vouchers
- Taxation
- Process Payroll & Benefits
- Handles Petty Cash, Cash Advances & Reimbursement
- Data Entry of Vouchers
- Filing & Updating & maintaining of Government official's records
- Assist to regular employees with other duties

ACCOUNTING ASSISTANT (RELIEVER)

Granexport Manufacturing Corporation

Northern Mindanao, PH

June 2016 - July 2016

- Accounting Entries
- Time Entry of Shipment
- Prepare a Payroll

PRODUCT SPECIALIST HSBC (PART-TIME)

United Arab Emirates – Abu Dhabi

January 2016 - February 2016

- Provide & gathers data filled out by clients
- Prepare & submit survey reports

CUSTOMER SERVICE ASSOCIATE | SALES ASSOCIATE

Eastwest Banking Corporation

Northern Mindanao, Philippines

May 2011 - December 2015

- Receives & Process Cash & Cheque Deposits-Withdrawals
- Cash, Cheque and transaction Reconciliation
- Cheque Clearing
- ATM Loading, Reading & Balancing
- BOD & EOD Reporting
- Account Opening, Maintain & Monitoring (Personal-Corporate Accounts)
- Safekeeping Custodian
- Sales & Market of bank products & Services
- Vault Custodian
- ATM Loading, Reading, Balancing & Reporting
- Timekeeper & Payroll Account Uploader
- Chequebook, ATM, Time Deposit Custodian
- Foreign Remittances Custodian
- Bonds & Stock Controller
- Handles Petty Cash
- Monitor and Maintain Office Supplies & Inventories
- Receives & Direct Phone Calls
- Long Distance Pick-up Custodian
- Front Desk
- Answers & Assist Product and Services inquiries

CASHIER - ADMIN

Flamoo

Northern Mindanao, Philippines

October 2012 - February 2013

- Handling cash payment
- End of day sales Reconciliation
- Supplies Inventory & Stock monitoring
- Computes Crew Salaries & Benefits
- Plan & Organize events and activities.

EDUCATION

- **NURSING ASSISTANT CERTIFICATION**
Filipino Institute Qatar
Mansoura, Doha, Qatar
Sep 2022 – Mar 2023
- **BACHELOR'S DEGREE IN COMMERCE MAJOR IN BANKING AND FINANCE**
St. Michael's College (**PAASCU ACCREDITED INSTITUTION**)
Iligan City, Northern Mindanao, Philippines
Apr 2006 – Mar 2011

TRAINING

- **BASIC LIFE SUPPORT (CPR with Safe use of AED)**
DISS – Filipino Institute
Doha, Qatar
Feb 10, 2023
- **DOCUMENT CONTROLLER**
In-Focus Computer Training Center
Al Wakrah, Qatar
Aug 19, 2022
- **BANKING TRAININGS (yearly bank operation trainings)**
Robinsons Bank Corporation (2017-2021)
Eastwest Banking Corporation (2011-2015)
Philippines
- **RedCross Youth Life Saver Volunteer (yearly bandaging & transfer trainings)**
Basic Education – High School (2002-2006)
St. Michael's College
Philippines

SKILLS

- Handling Cash & Cheques
- Electronic banking system
- Cashier Supervisor
- Bank product & services
- Bank Reconciliation
- Selling financial product
- Communication & Customer Service Skills
- Advanced: MS Office, Customer Handling,
- Basic: Driving Car, Accounting

I hereby certify that the above-mentioned statement is true and correct to the best of my knowledge and belief.

KESHA MAY M. CARCUEVA