



# JOSELYN VIRAY

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Al Mankhool, Burdubai, Dubai - United Arab Emirates

## SUMMARY

Competent and detail-oriented Accounting Assistant well-versed in payroll and benefits, accounts receivable, financial records, and reconciliation. Skilled in identifying and correcting errors for impeccable accuracy. Committed to achieving team objectives and driving company development. Proactive communicator with a solid foundation of trustworthy and dependable performance.

## INFO

### Birthdate

July 1, 1999

## EDUCATION

### BS Business Administration - Financial Management

Lyceum of the Philippines University - Batangas  
2015 - 2019

### Secondary

Agoncillo Montessori School  
2011 - 2015

## SKILLS

- Payroll and Benefits Administration
- Microsoft Office
- Employee Relations/Record Management
- Strong organizational and time-management skills
- Problem-Solving
- Decision-Making
- Exceptional communication and interpersonal skills
- Ability to work independently and as part of a team
- Detail-oriented and able to handle multiple tasks simultaneously
- Highly motivated and fast learner
- Can adjust to generally flexible schedules

## PROFESSIONAL EXPERIENCE

### Finance Associate

Business Profiles, Inc | June 17, 2019 - November 23, 2023

- Handle and address queries, requests, and complaints from employees via phone, email and general correspondence.
- Resolve payroll discrepancies and answer any employee payroll queries.
- Coordinate closely with human resources and other associates in terms of the employee queries, requests, and complaints.
- Proper, accurate, and timely payroll processing, including reviewing and analyzing time records, processing and generating payroll.
- Generate payroll reports including payroll sheets, summaries, disbursement reports, pay slips, etc., in a timely manner.
- Process monthly payments and posting of government-mandated benefits.
- Process Last Pay of resigned employees.
- Responsible for the proper, accurate, and timely processing of billing invoices that will be sent to clients.
- Responsible for timely, complete, and correct submission of billing invoices & SOAs to clients, including requisite documentation such as DTRs, remittance reports, etc.
- Coordinate with the client, HR, and other associates in addressing billing issues and concerns.

### Admin Assistant cum Document Controller

Dubuild Contracting LLC | January 4, 2024 - Present

- Assist in clerical and administrative works.
- Prepare and manage the documents of medium to larger size projects and ensure adherence to document control procedure.
- Handle incoming mails and attend to incoming telephone calls.
- Maintain a filing system of documents both electronically and manually for storage and retrieving.
- Create letters, e-mails, memos, necessary documents as required from time to time.