



Kim Ferrer

I aim to leverage my organizational, communication, and administrative skills to provide efficient and effective support to your team. With two years of experience in administrative roles, I have developed a keen eye for detail, excellent time management skills, and the ability to multitask in a fast-paced environment.

I am proficient in Microsoft Office Suite and have experience managing calendars, scheduling meetings and appointments, coordinating travel arrangements, and handling confidential information. Additionally, my interpersonal skills have allowed me to develop strong relationships with colleagues and clients.

Personal

Name

Kim Ferrer

Address

#170 Caritan Norte
3500 Tuguegarao City

Phone number

09672948828

Email

kimferrerb.90@gmail.com

Gender

Female

Nationality

Filipino

Marital status

Married

Interests

Coding

Reading

Work experience

Payroll Specialist

Oct 2021 - Mar 2023

Placer 8 Logistics Express, Tuguegarao Cagayan

1. Process payroll for employees on a regular basis, including calculating hours, salary, overtime, and other compensation and benefits.
2. Ensure accurate and timely payment of wages, salaries, and bonuses to employees.
3. Verify and reconcile employee timekeeping data to ensure the accuracy of hours worked.
4. Calculate and deduct appropriate taxes, garnishments, and other withholdings from employee paychecks.
5. Prepare and distribute employee paychecks or electronic transfers.
6. Respond to employee inquiries regarding pay and benefits.
7. Ensure compliance with federal and state regulations regarding payroll taxes, withholding, and reporting.
8. Update payroll records as necessary, including changes in employee status, tax withholdings, and benefit deductions.
9. Monitor payroll processes and make recommendations for improvements.
10. Stay up-to-date on changes in payroll laws and regulations.
11. Work with HR to resolve employee issues related to payroll, benefits, and taxes.
12. Collaborate with accounting and finance teams to ensure accurate and timely financial reporting.

Computer Shop Co- Owner

May 2013 - Mar 2020

Self Employed, Tuao, Cagayan

1. Overseeing daily operations of the computer shop.
2. Managing inventory and ensuring stock levels are maintained.
3. Providing excellent customer service and support to customers.
4. Creating and implementing marketing strategies to attract new customers.
5. Managing and training employees.
6. Ensuring that all equipment is well-maintained and functioning properly.
7. Keeping up-to-date with the latest computer technology trends and products.
8. Maintaining financial records and preparing financial reports.
9. Negotiating with suppliers and vendors for the best prices on products and services.
10. Developing and maintaining relationships with local businesses and organizations to build partnerships and increase sales.
11. Managing the budget and ensuring the business is profitable.
12. Ensuring that the shop is compliant with all relevant laws and regulations.
13. Monitoring the competition and staying ahead of the game.
14. Making strategic decisions to improve the business.
15. Planning and executing events to attract customers and build community engagement.
16. Maintaining a positive work environment and fostering a sense of teamwork among employees.

Education and Qualifications

Bachelor of Science in Information Technology

Jun 2010 - Jul 2017

St. Paul University of the Philippines, Tuguegarao City

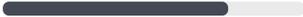
As an IT graduate, one can work in various fields, including software development, cybersecurity, data analytics, system administration, project management, and technical support. They can work in various industries, such as healthcare, finance, education, government, and technology.

References

PB Gen. Roy B. Taguinod

dan.maagap@yahoo.com

Skills

Microsoft Word	
Microsoft Excel	
Programming	
Coding	