

DONNA GRACE

PABINGUIT

CONTACT

Purok Mangostan
National Highway, Poblacion
Siquijor, Siquijor

+63 9692821895
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KEY SKILLS

Office Management
Billings & Payroll
Data Entry & Analysis
Records Management
Organizational Skills
Customer Service
Proficient in MS Office
Ability to multi-task

INTERESTS

Community outreach programs
Cooking & Baking
Outdoors – Hiking/ Camping
Travel

CHARACTER REFERENCE:

Celeste L. Silim/Aldren A. Silim
General Manager/Owner –Isla Inn


Wybert A. Wee
Plant Supervisor- S.I Power Corporation

PROFILE

Detail-oriented and experienced administrative professional with a specialization in payroll and billing processes. Adept at managing complex financial transactions, ensuring accurate payroll processing, and handling billing inquiries efficiently.

EXPERIENCE

PLANT ADMIN • MARCH 2019-PRESENT

SI Power Corporation • Candanay Sur, Siquijor Province Branch

<https://powerphilippines.com>

- Actual exposure on processing of business permits & renewals.
- Compile & verify timekeeping information for all employees.
- Calculate & process payrolls while ensuring accuracy & compliance with relevant laws & company's policies.
- Address & resolve payroll-related inquiries or discrepancies.
- Liaise with Labor Department & other stakeholders on employee-related legal matters.
- Issue memorandum/ sanctions to ensure all employees comply with the company's SOP.
- Prepare & draft all legal documents & contracts and analyze what kind of agreement / contract should be given to employees.
- Maintain all confidential records of the company's legal documents & contract.
- Prepare billing, liquidation and purchase order & back up.

FRONTDESK | RECEPTIONIST • MAY 2015-OCT 2018

ISLA INN / RESORT • Dumanhog, Siquijor, Siquijor Province

- Welcome & greet guest in a friendly & professional manner.
- Handle bookings & reservation for the guest.
- Respond to general inquiries from phone calls, emails & in-person visits.
- Perform administrative task such as encoding, photocopying & filling.
- Perform housekeeping & another related task as needed.

