



GEMMABELLE BROSAS

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Bustan Bldg., Al Qasimiya, Sharjah, U.A.E.

U.A.E. Driving License Holder



Objective

“To use the acquired knowledge and skills in the Field of Finance and Administration in a career oriented and challenging environment that uplifts professional developments.”



Work History



Solid Solution Technology LLC

P.O. Box : 242396, Dubai, UAE

(Aug 2015 – Present)

CREDIT MANAGER

- Managing customer credit limits and credit terms with insurance company.
- Maintaining customer database.
- Applying credit limit in Insurance Company for customers.
- Responsible for credit approvals for customers.
- Communicating with the Sales Account Managers for all customer-related transactions.
- Applying for claim in insurance for run away customers.
- Point of contact with the Insurance Company.
- Managing and guiding Credit Team.

ACCOUNTS

- Managing Cash Flow file report for the General Manager.
- Responsible for all the accounting entries in the system.
- Managing all cheques and cash collections from customers.
- Preparing monthly bank reconciliation and other reconciliation.
- Point of contact for bank requirements such as: cheque books requests, cash & cheque deposits & withdrawals, etc.
- Preparing cheques, cash, receipts and payment vouchers.
- Maintain records of accounts payable & receivable.
- Maintain company data and protect operations by keeping information confidential.
- Preparing payroll.
- Recording office expenditure and managing budgets and invoicing, as well as liaising with staff in other departments and with external contacts.
- Handling, managing and monitoring the data entry of all company transactions.
- Reporting to the General Manager on all company transactions.
- Handling/monitoring collector schedules and responsibilities.
- Handling/monitoring Accounts assistant responsibilities.
- Responsible for Annual Audit.
- Responsible for the VAT Returns.

Skills



- Peachtree Accounting
- Sage 50 Quantum Accounting
- Zoho Invoice
- Odoo
- Microsoft Office
- Windows Environment

Personal Strength



- Efficient
- Flexible
- Enthusiastic
- Fast learner
- Responsible
- Resourceful
- Hardworking
- Self-motivated
- Service-oriented
- Ability to multi-task
- Work well with people
- Can work under pressure
- Good in Time Management
- Highly effective Leadership

Education



2010—2015

Far-Eastern University—Makati

(Tertiary Education)

Bachelor of Science in

Business Administration

Major in Financial Management

2006—2008

St. Mary's Academy of Nagcarlan

(Secondary Education)

2004—2006

Lanie Casipe Learning Center

(Primary Education)

About Me



28 years old : Age

Dec 31, 1991 : Birthdate

Female : Gender

Filipino : Nationality

Single : Civil Status

Roman Catholic : Religion

Loves to Sing.

Aspire to become a flight attendant someday.

HR ADMINISTRATOR

- Maintaining Employees' Master Database.
- Coordinating with the company PRO for all Legal and Visa requirements for the employees, owner and the company.
- Responsible for employees' requests for sick, emergency and annual leave approval.
- Responsible for employees' ticket approval.
- Maintaining record of employees' leave.
- Maintaining record for VISA expiry of employees.
- Coordinating to employees upon visa processing.
- Coordinating and processing applications of employees' health insurance to the Insurance Company.

OFFICE ADMINISTRATOR

- Responsible for office requirements and administration works.
- Handles expenses and utilities billing cycles.
- Maintains supplies and equipment and orders office supplies as needed.
- Manages staff expense requests.
- Interacts with directors and carries out their requests.
- Supports managers & employees through a variety of tasks related to organization & communication.
- Coordinating office activities and operations to secure efficiency and compliance with company policies.
- Supervising administrative staff and dividing responsibilities to ensure performance.
- Managing/budgeting petty cash for office requirements.
- Maintaining employees' attendance records.
- Organizing and storing paperwork, documents and computer-based information.
- Managing and maintaining filing systems and records.
- Handling/monitoring Office Boy responsibilities.



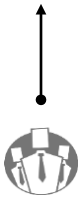
B.I.R. (Bureau of Internal Revenue) - Government Sector

Makati, Philippines

(Nov 2014 – Jan 2015)

ON-THE-JOB TRAINEE

- Recording/filing/stamping of all incoming & outgoing compliance requirements & for collection section.
- Delivering documents to respective sections/divisions.
- Sorting certificate of authorization registration documents.
- Printing/Proofreading letters for taxpayers/
- Photocopying/Sorting receiving copies of documents delivered in Revenue officers.
- Assisting taxpayers in correct line, checking documents needed before proceeding in line/submit, giving surveys, assisting in e-lounge for downloading forms required for submission, assisting for signature in Regional Directors Office (RDO).
- Recording notes/reviews of Chief Assessment Section (CAS) and Assistant to the Regional Directors Office (ARDO) outgoing documents in logbook.
- Answering inquiries and follow up of taxpayers about the status of documents.
- Making required report for supervisor and ARDO.
- Filling up forms/stamping application leave for signatures in RDO.
- Acting Secretary for ARDO in the absence of my supervisor.
- Data entry for MRCOS (BIR software), making E- Manual for back log if system is not working.
- Stamping daily time record of employees for signature.
- Compiling notice of meeting for ARDO.
- Delivering documents to the Group Supervisors.
- Checking mail for ARDO.
- Taking over work in the absence of another apprentice (Secretary of the RDO).



Bibo Global Opportunity Inc.

Makati, Philippines

(Jun 2014 — Nov 2014)

ONLINE ENGLISH TEACHER

- Teaching English to Japanese students via skype using the lesson materials that the company provided for the students.



Seminars / Trainings Attended

Jul—Aug 2016

Social Media Marketing (Basic)

Filipino Institute, Sites Power Training Center
2108 Al Batha Tower, Buhaira Corniche, Sharjah, UAE

January 24, 2015

6th NATIONAL FINANCE SUMMIT: Ground Zero for Global Competitiveness

SM Convention Center,
SM Central Business Park Bay City, Pasay City

November 08, 2014

4th Thomasian National Finance Summit: SYNERGY UNBOUND Prospects and Perspectives on ASEAN Integration

Medicine Auditorium,
University of Sto. Tomas, Manila

October 09, 2014

Student Apprenticeship Program Orientation Seminar

FEU Auditorium, Administration Bldg., Manila

August 29, 2014

Investment Opportunities for Young Investors

Far Eastern University—Makati

March 01, 2014

FOREX Orientation (Mark Frederick So, Resource Speaker)

Business Maker Academy Training Lounge,
1203-A West Tower, PSE Center, Exchange Road,
Ortigas Center, Pasig City

January 04, 2014

5th NATIONAL FINANCE SUMMIT: Moving Towards Global Competence

SM Convention Center,
SM Central Business Park Bay City, Pasay City

February 28, 2012

7th Conference of Aspiring Marketing Professionals (CAMP 7)

SM Convention Center, SM Central Business Park Bay City, Pasay City



Affiliations

Since 2013	Junior Confederation of Finance Association Philippines <i>Member</i>
S.Y. 2014—2015	Junior Finance Executives—FEU Makati <i>President</i>
S.Y. 2014—2015	Business Oriented Student Society Organization <i>Vice President for Financial Management</i>
S.Y. 2014—2015	Business Oriented Student Society Organization <i>Acting Auditor</i>
S.Y. 2014—2015	Junior Finance Executive's Seminar : "Investment Opportunities for Young Investors" <i>Organizer</i>
August 2014	6th National Finance Summit 2015 : "Ground Zero for Global Competitiveness" <i>Usher</i>
June 2014	General Assembly of Junior Finance Executives <i>Organizer</i>
February 2014	Business Summit—Break-out Session Finance <i>Overall Head (FEU—Makati)</i>
S.Y. 2013—2014	Junior Finance Executives—FEU Makati <i>Founding Auditor</i>

I, hereby certify that the above information given are true and correct as to the best of my knowledge.

GEMMABELLE BROSAS