 Lambert Juguilon De Rama

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Objective: To contribute my knowledge and ability in the progress of the company and to develop my skills capabilities.

**Work Experience**

**Human Resource Assistant** Crystals Events & Catering Company

Riyadh Kingdom of Saudi Arabia

1 June 2016 up to June 30, 2020

Task & Responsibilities:

* Assist the Human Resource Manager, filing and safe keeping of Employee’s file and the important document of the company like Certificate of Registration (CR) VAT certificate, Zakat certificate, Baladiya ID’s of the employee’s and other important documents and making sure that the documents is updated.
* Arrange the Employee’s Villa and Document the proper place of each employee’s
* Coordinate the Time sheet with the Supervisor, distribute and collect
* Incoming Employee’s, arrange the necessary documents like New Employee form, New Contract should be coordinate with HR manager for the salary confirmation and starting date.
* Employee’s Vacation schedule making sure that vacation paper should be sign by the entitled supervisor and HR Manager.
* Outgoing Employee’s, Employee’s who resigned with company need to secure all the necessary papers like compensation must be coordinate with the HR Manager, Supervisor and Accounts Department. The Employee’s Clearance all the necessary thing needs to surrender like company Sim Card, mobiles and other properties of the company which hand over to the employee’s during there tenure.
* In Free Time filing and safe keeping of all the files in Accounts Department like Journal Voucher, Bank Payment Voucher, Cash Receivable Voucher, Original Receipts and Provision receipts, in Costing Department all incoming receipts should be keep and file properly, making sure all the receipt of the warehouse departments file should in sequence on date and computation must be correct.

**Administrative Assistant**

Asia Cold Storage

Marcos Alvares

Las Pinas Philippines

May 15, 2015 to April 20, 2016

Task & Responsibilities:

* Assist Employee’s payment for government due’s like Social Security System (SSS), Pag ibig fund and Phil health.
* Received cash from account department then deposit cash in the bank, payment of the supplier in there respective bank accounts.
* Assist the Sales Manager in the meeting with client.
* Check and collect employee’s Time sheet and submit to Accounts Department every end of the month.

**Administrative Assistant**

Dazen Freezing Equipment

Las Pinas City, Philippines 2200 May 16, 2005 to April 10, 2007

Task & Responsibilities:

* Assigning and scheduling the technician for job repair and making sure the technician repair the equipment in different customer like mini Stop.
* Follow up the payments of repair made by technicians.
* Received cash from account department then deposit cash in the bank account of the company
* Handle the Daily Petty Cash and Encode and send the Petty Cash Report to accounts department, request cash for petty cash when necessary.
* Assist Employee’s payment for government due’s like Social Security System (SSS), Pag ibig fund and Phil health.
* Check and collect employee’s Time sheet and submit to Accounts Department every end of the month.

Accounting Clerk

Forest Fresh Mineral Water Corp.

J. Aguilar Casimiro Las Pinas

May 24, 2004 to April 10, 2005

Task & Responsibilities:

* Collecting Daily Cash Sale
* Diposit cash and check in Company Bank Account
* Look for supplier for necessary material’s needed by the company.
* Assist the Sales Manager with client meeting
* Update the time sheet everyday then submit to supervisor

**Educational Background**

**Bachelor of Science in Nursing**

Baguio Center University

Graduate: April 2013

Achievement

Graduate with Award: Leadership Awardee

Governor (SMNM)

Samahanng Mag-aaral Narsing at Midwifery

**Bachelor of Science in Accountancy**

Mondriaan Aura College

Graduate: March 2004

Achievement:

Vice President-Junior Philippines Institute of Accountancy (Student Association)

**Computer Programming Technology**

Vocational Course

Graduate: June 1996

Achievement: Badminton Varsity Player

**Technical Education and Skills Development Authority (TESDA)**

Massage Therapy

Achievement: License Massage Therapist

Currently Teaching Massage Therapy @ Trainors Technology Institute Riyadh Chapter

**Personal Data**

Date of Birth November 9 1976

Place of Birth Olongapo City

Height 5’5

Weight 68kgs

Religion Muslim

Civil Status Single