

ELAINE JOYCE T. ALIANZA

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PERSONAL OBJECTIVE

Administrative Staff managing business office functions and providing executive level support to principals and clients. Seeking to apply my detail-oriented skills and adaptable personality to fulfill the company's needs.

PROFESSIONAL EXPERIENCE

1. GM Yi Xin Holdings Inc.

Administrative Officer

August 2018 – Present

➤ Payroll Officer

- Collect daily, weekly or monthly timesheets
- Prepare employees' compensation by the end of each month
- Schedule bank deposit or handout cash directly to employees
- Distribute payment statements and gather signed receipts
- Report payroll expenses
- Ensure wages and tax withholdings comply with regulations
- Prepare and print PAGIBIG, SSS & Philhealth payment form

➤ Billing and Collection

- Prepare monthly billing of rental, service and other charges in a timely manner
- Timely and accurate release of monthly statement of account
- Respond to tenants' calls/concerns
- Maintains records of overdue accounts
- Monitor tenant's payment based on scheduled due dates
- Provides and maintains a timely record of vouchers, memos and adjustments
- Prepare monthly collections data for future reference
- Provides details of aging report, collection efficiency, etc.
- Maintain updated filing of billing and collection related records

➤ Bookkeeper/ Accounts Payable Clerk

- Maintains records of financial transactions by establishing accounts
- Maintains historical records by filing documents.
- Prepare monthly report for filing to BIR; Withholding Tax on Compensation, Expanded Withholding Tax, Final Income Tax Withheld and Value Added Tax Return and send to external accountant for preparation of BIR forms to be file on the specific period of time
- Encode and generate data in Relief Data Entry and Alpha list Data Entry
- Completes payments and controls expenses by receiving, processing, verifying, and reconciling invoices.
- Disburses petty cash by recording entry and verifying documentation

- Closely coordinates and works with external accountant.
 - Reconcile with external accountant if there is discrepancy with the data
 - All filing monthly or yearly will be prepared by the accountant and send to me for filing or sending to EFPS BIR/SEC
- Secure the following documents of:
- Application of LONO and Business Permit if there are new tenants
 - Renewal of Business Permit of Head office and tenant's office
- Others duties and responsibilities – perform administrative tasks such as act as an extension of the leasing team, prepare lease agreement, point of contact for lessee/lessor with queries, and process tenant move-in.

2. New Pacific Resources Management Inc.

Senior Sales Admin Staff
July 2010- August 2018

- Reservation Unit
- Provides daily inventory for sellers
 - Acceptance of reservation
 - Preparing and distributing daily and monthly sales reports
 - Maintains customer SAP database by inputting customer profile, preferred payment scheme and updates
 - Prepares Contract to Sell (CTS)
 - Collect payments and documents to tag the account as Official Sales to process seller's commission
 - Prepares seller's commission report
- Credit and Collection Unit
- Collect payments based on the preferred payment scheme of the buyer
 - Process request of the buyers – subject for approval by the management
 - Prepare notices and process cancellation
- Titling Unit
- Prepare Deed of Absolute Sale (DOAS)
 - Maintains master list of Titles, Tax Declaration & RPT's for all projects
 - Monitoring of TCT status for all projects
 - Prepare MC request for tax payments - Transfer Tax and Documentary Stamp Tax once DOAS has been notarized;
 - Prepare BIR form 2000 OT, 0605, and 1706
 - File and secure the documentary requirements at the Bureau of Internal Revenue (BIR) for the issuance of Certificate Authorizing Registration (CAR)
 - Once CAR has been released, secured transfer tax and tax clearance at local treasurer's office
 - File documents at Registry of Deeds for the issuance of new land title
 - File documents at the Municipal for the issuance of new Tax Declaration
- Petty cash custodian
- Manage cash advances for processing fee- titling

- Others duties and responsibilities – perform administrative tasks such as act as an extension of the sales team, point of contact for buyers with queries, handle incoming calls and correspondence and have good clerical skills together with computing and data entry skills.

EDUCATIONAL BACKGROUND

Tertiary: University of Makati
Bachelor of Science in Marketing
J.P. Rizal Extension, West Rembo, Makati City
2006-2010

Secondary: Pasay City West High School
Figueroa St., Pasay City
2001-2005

Primary: Padre Zamora Elementary School
Brgy. 104 P. Zamora St., Pasay City
1995-2001

PERSONAL INFORMATION

Age : 31 years old
Date of Birth : June 04,1989
Place of Birth : Pasay City
Gender : Female
Civil Status : Single
Citizenship : Filipino

CHARACTER REFERENCES

Mr. Christian Villamor
GM Yi Xin Holdings Inc.
General Manager
0918-6297981

Ms. Madelyn Pulido
360 Property Philippines
Sales and Leasing Manager
0917-5560401

Mrs. Amelia Daguinod
New Pacific Resources Management Inc.
Sales Admin Manager
0908-8636040

I hereby declare that all the information contained in this resume is in accordance with facts or truths to my knowledge.


Elaine Joyce T. Alianza
Applicant