

# Bien Altair C. Alcera

03/21/2025



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## OBJECTIVE

To work in an organization in contributing my knowledge and skills to achieve an objective/goal of it and gain knowledge in surpassing which I'm capable of.

## EXPERIENCE

### **Project Accountant/Cashier | Trident Freight - RHS**

January 03, 2023 – Present

#### **Duties & Responsibilities:**

##### 1.) Petty Cash

- Solicit vouchers of Receipts/Invoices from CNF team by obtaining necessary approvals from Department Heads.
- Secure petty cash vouchers for re-imbursement at HO weekly to ensure cash flow to operations.
- Cash/Cheque collection at HO of payments to sharing receipts.
- Auditing cash expense submission.

##### 2.) Booking Note (Job Details)

- Job numbers to booking notes nascence of Import/Export jobs to invoices.
- Validate and/or enter data encoding of jobs.
- Submit online remittances from JEA operations.
- Notifying blocked client status to the accounts team.

##### 3.) Invoice dispatch

- Retain supporting document copies for audit
- Customer Invoice diffusion at customers/agents.

- 4.) Cost Sheets
  - Update charges and sending cost sheet inter office for import clearance jobs
  - Keep in reserve track all job files on future reference.
- 5.) Jobs take over from other branches (HO & DAFZA)
- 6.) Forecast monthly profits, monitoring and analysis of YOY growth of the organization.

### **Project Development Manager | German Imaging Technologies**

December 12, 2021 – January 05, 2023

#### **Duties & Responsibilities:**

- 1.) Develop projects to optimize control inventory procedures.
- 2.) Ensuring product stock every 5<sup>th</sup> of the month for adequate for all distribution channels and substantiate direct demand from customers.
- 3.) Supervise warehouse goods and supplies and manage orders to facilitate sales and production.
- 4.) Develop new businesses with IT decision makers on verified leads to ensure 12 meetings per week for the sales team
- 5.) Establish 500 leads per week available in the funnel
- 6.) Arrange 250 outbound calls, 100 follow up outbound calls, Identify 50 on qualified IT/Procurement decision maker, validate criteria of information per week from leads list
- 7.) 100% data entry on Salesforce and send daily updated tracker sheet

### **Monitoring and Evaluation Supervisor | National Taxi LLC**

June 15, 2015 – November 31, 2021

#### **Duties & Responsibilities:**

- 1.) Inspect regular data collection and continuously practicing of ERP schemes with PM approach to ensure quality and delivery of Key Performance Indicators target.
- 2.) Manage and monitor operation staff of their performance of assigned or delegated tasks.
- 3.) Record, supervise and preserve the monitoring and evaluation data in a logic and possible way for tracking progression.
- 4.) Cut cost and fines with output findings for Fleet utilization and other data control for operation.
- 5.) Provide technical support on M&E and evidence-based recommendations to the relevant cross functional teams.
- 6.) Develop and supervise project implementation of field activities in alleviate task and work.
- 7.) Gather elicit requirements using interviews, document analysis, internal meetings, and workflow analysis to develop KPI target results.
- 8.) Supervise Cross functional teams in developing the annual and six monthly organizational reports.
- 9.) Make proper documentation and tracking of KYC based on required task.

- 10.) Work in conjunction with the government (RTA) for driver training, support, meeting attendance, study, and/or analysis.
- 11.) Consult drivers for their day to day work operation when required.

### **Integration Consultant/Project Manager | DTCC/Omgeo LLC**

February 2007 to February 2014

#### **Duties & Responsibilities:**

- 1.) Manage projects on smooth execution of integrated systems and implementation rollout in all phases from contract signing, testing and go live.
- 2.) Support the technical team to engineer and design integrations between major transactional applications and databases.
- 3.) Work in conjunction with different software vendors (Bloomberg, SunGard, Fidessa, Charles River Development) for systems deployment and ongoing support of the hardware and network infrastructure supporting the business systems platforms.
- 4.) Create and develop work plans and estimates as they relate to systems integration work tasks and team members.
- 5.) Evaluates vendors' technical specifications to determine the feasibility and risks of implementing model interfaces.
- 6.) Design and manage the user acceptance test on multiple projects/work packages as one entire system.
- 7.) Creates and maintains accurate, complete integration documentation for data flows, connectivity specifications, routing, filtering, data manipulation, problem resolution, root cause analysis and change control.
- 8.) Deliver results with a focus on satisfying the functional, physical and operational performance requirements as communicated by stakeholders in the intended use environments over the planned life cycle of the system, within cost and schedule constraints.

### **Systems Representative | MB Philippines Inc.**

March 2004 to February 2007

#### **Duties & Responsibilities:**

- 1.) Provide technical and business support over the phone/onsite visit for Rural Banks clients using MB Phil solutions.
- 2.) Conducts Pre-sales/Kick off meeting presentation in Rural Banks for automation using MB Phil software solutions.
- 3.) Install/configure/troubleshoot programs related to MB Phil solutions.
- 4.) Conduct Banking Operation Training for staff at Rural Banks using MB Phil Software.
- 5.) Maintain systems program and provide Installation/Updates/Upgrades.
- 6.) Setup and configure network for a Multi Teller Functionality.

### **Sales Executive (Team leader) | Publicis Dialog Inc.**

September 2002 to April 2003

#### **Duties & Responsibilities:**

- 1.) Working directly with Café shop owners on issuing license network gaming for Sierra and blizzard.
- 2.) Represent the team in providing weekly reports of issued license sold.
- 3.) Install Sierra and blizzard and conducts presentation for Café Owners.

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## EDUCATION

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<b>College:</b>	<u>De La Salle University – College of Saint Benilde</u> 1996 – 2000 (Taft Avenue Manila.) Course: <b><i>BS – Business Administration Major in Computer Application</i></b>
<b>Secondary:</b>	<u>San Sebastian College Recoletos</u> 1992-1996 (Sta. Cruz, Cavite City)

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## SKILLS

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- 1.) Operating System
    - a. Advance proficiency in DOS, Windows 95/98/00/ME/Xp/7/8/10/11
  - 2.) Application Software
    - a. Excellent skills of MS Office/360 (Advance Level)/Project/Visio
  - 3.) Programming Languages
    - a. Visual Basic 5.0/6.0
    - b. MS Access
    - c. MS SQL Enterprise/Express
  - 4.) Networking
    - a. Peer to Peer configuration
    - b. Client Server Network
    - c. Virtual Private Networks/VMware
  - 5.) Communication Skills
    - a. Extensive client facing experience with proven ability to effectively manage client expectations and concerns
    - b. Ability to communicate information/issues clearly and succinctly to technical/non-technical colleagues and clients
    - c. Excellent verbal and written communication skills
    - d. Working knowledge of PC hardware/software and operating systems
    - e. Demonstrated problem-solving capability and analytical skills
  - 6.) Project Management
    - a. Agile Project Management
    - b. Traditional Project Management
    - c. Waterfall Project Management
    - d. Adaptive Project Management
- + Project cases available upon request.

<i>Seminars Attended</i>
PMP Certification (Dubai)
Registration number PMN0214
March 31 – April 6 2017
SIX Sigma Training
White Belt (Manila)
July 02, 2013 – July 03, 2013
Green Belt (Manila)
August 02, 2013 – August 09, 2013
Getting Results without Authority: Building Relationships and Credibility
Jul 21, 2011 - Jul 21, 2011(Manila)

<b>Meeting Expectations</b>
Jun 24, 2011 - Jun 24, 2011(Manila)
<b>Leadership Training</b>
Apr 13, 2011 - Apr 14, 2011(Manila)
- Personal Leadership
- Relational Leadership
- Contextual Leadership
<b>Communication Skills to Fast-track Your Career</b>
Jul 02, 2010 - Jul 05, 2010 (Manila)
<b>Mentoring Effectively</b>
Jul 12, 2010 - Aug 12, 2010 (Manila)
<b>Time Management (Manila)</b>
- <i>Avoiding Time Stealers</i>
Sep 02, 2010 - Sep 02, 2010
- <i>Analyzing Your Use of Time</i>
Aug 30, 2010 - Sep 01, 2010
- <i>Planning and Prioritizing Your Time</i>
Sep 20, 2010 - Sep 27, 2010

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### PERSONAL BACKGROUND

Sex:	Male	Place of Birth:	Cavite City
Height:	5'9 1/2"	Citizenship:	Filipino
Weight:	195 lbs.	Father:	Bienvenido F. Alcera
Age:	45	Mother:	Doris C. Alcera
Date of Birth:	February 06, 1980	Civil Status:	Married

Bien Altair C. Alcera

### REFERENCES

Available upon request.