



## RUBEROSE SALANGUSTE ADVINCOLA

Al Rigga, Dubai, United Arab Emirates

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contact number:0542714297

### Career Objectives:

- ◆ To secure a position where I can demonstrate my skills and experience, be part of your team that contributes to the organization's success.
- ◆ To pursue self improvement upon knowing on how to enhance my skills and capabilities to engage in more challenging task.

### Personal Background

Age: 32 yrs.' old

Sex: Female

Birthday: September 22, 1991

Status: Single

Height: 5'1

Weight: 50lbs

Citizenship: Filipino

Name of Father: Edilberto Padernal Advincula Occupation: Bus Driver

Name of Mother: Rosalinda Salanguste Advincula Occupation: HouseHold

Visa Status: Tourist Visa (Exp: 30-May-2024)

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### Working Experiences:

#### Fairview Roof and Wall Distribution Center Inc.

Unit E lenjul Bldg. 2 Commonwealth Ave., Brgy. Holy Spirit Q.C

April 2019- January 2023

Accounting Staff & Admin Staff

### Responsibilities':

- ◆ Responding to client inquiries regarding invoices.
- ◆ Preparing Cheque and updating passbook of the company
- ◆ Processing all refund requests.

- ◆ Processing Accounts Payables and receivables.
- ◆ Preparing bank deposit slip, cash and petty cash vouchers
- ◆ Preparing BIR purchases, sales, and reimbursement
- ◆ Encoding and monitoring sales every month.
- ◆ Preparing Payroll of the Employee's.
- ◆ Preparing Sales Invoices of the Clients.
- ◆ Answering telephone calls of the Clients.
- ◆ Preparing Monthly Contribution of the Employee (SSS, PHILHEALTH, PAGIBIG)
- ◆ Preparing Monthly Report of Sales, and Purchases of the company.
- ◆ Preparing secured filling Documents (201 FILE of the employee and other important Documents of the Company).

### **YJS Global Management & Consulting Inc.**

#### **Admin/Secretary**

L29 Joy Nostalg Centre 17 ADB Avenue Ortigas Center Pasig City  
September 2018- March 2019

#### **Responsibilities':**

- ◆ Renewal and Applying Business Permit of Clients
- ◆ Renewal and Applying Brgy. Clearance of the Clients
- ◆ Applying Certificate of Registration of Clients
- ◆ Applying SSS, PHILHEALTH and PAGIBIG numbers of the Clients
- ◆ Doing Check/Cash Voucher of the Clients
- ◆ Checking accounts and update passbook UCPB and BDO accounts
- ◆ Filling Remittance SSS, PHILHEALTH, PAG IBIG
- ◆ Recording Monthly Expenses
- ◆ Doing Statement of Accounts to Clients
- ◆ Answering Telephone calls of Clients

### **Ishizaki Global Philippines Inc.**

Admin/Accounting Associate  
Strata 100 Bldg. Unit 5B, F Ortigas Jr. Road Ortigas Pasig City  
September 2017- August 2018

#### **Responsibilities':**

- ◆ Filing BIR 1601 C, 1601E, 2307
- ◆ Payroll of the employee by filling in UCPB Bank
- ◆ Checking accounts and update passbook UCPB and BDO accounts

- ◆ Updated Inventory report
- ◆ Updated Sales Product
- ◆ Monthly expenses report
- ◆ Keeping documentation of the company
- ◆ Filling SSS contribution, Phil health and pag-ibig of the employee
- ◆ Monitoring payables and doing cheque
- ◆ Time sheet of employee

### **HGST a Western Digital Company Former Hitachi Global Storage Technologies, Phil Inc.**

109 Technology Ave.SEPZ Laguna technopark, Binan laguna Philippines

- TESTED SLIDER ENGINEERING DEPARTMENT  
Process technician, quality technician  
December 2014-April 2016

#### **Responsibilities:**

- Engineer's assistant in product evaluation and machine utilization
- Responsible for investigation of abnormalities in a process supported with data based gathered information.
- Implement Standard Operating Procedure (SOP) to subordinates and frequent checking of its application.
- Conduct monitoring and inspection in machine performances with respect to quantity and quality of the production.
- Research development affective ways to countermeasure misprocess and reduce defect problems.

Support in maintaining tools and ensure it is in good condition

#### **Skills and Knowledge**

- ⊕ Computer Literate (MSWord/Excel/PowerPoint/Outlook) Query Computer technology.
- ⊕ Effective in Communication skills And can get along with other people
- ⊕ Office procedures, Accounting, Bookkeeping

## **Educational Attainments**

### **Tertiary:**

**Southern Luzon Technological College Foundation Pioduran Inc.**

Bachelor of Science in Computer Science

2010-2014

### **Secondary:**

**San Lorenzo Academy**

Pioduran Albay

2005-2009

### **Elementary:**

**San Diego Elementary School**

Batasan Hills Quezon City

2004-2005

**RUBEROSE SALANGUSTE ADVINCOLA**

Applicant