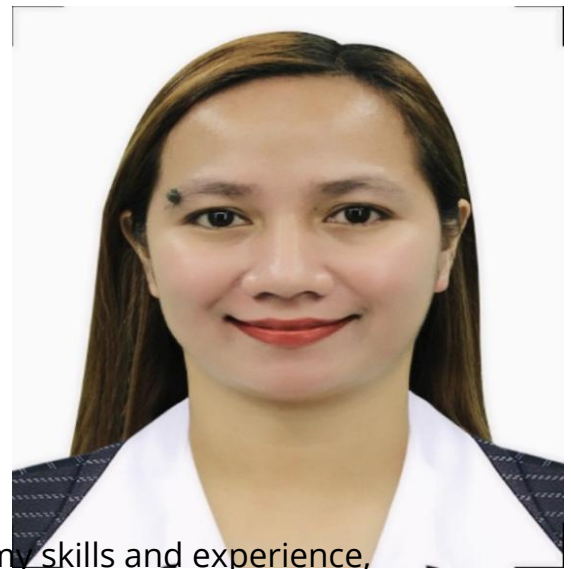


RUBEROSE SALANGUSTE ADVINCOLA

Al Rigga, Dubai, United Arab Emirates

rradvincola0922@gmail.com

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)

Working Experiences:

Fairview Roof and Wall Distribution Center Inc.

Unit E Ienjul 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 Nostalgy 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