



MARY

[Redacted]

[Redacted]

[Redacted]

JOB OBJECTIVE

To secure a challenging position in an esteemed organization, to share my knowledge and competencies, continuously exploring with an open mind to learn and gain new skills.

CONTACT

PHONE:

[Redacted]

EMAIL:

[Redacted]

EDUCATION

[Redacted]
[Redacted]
BSBA Marketing Management
2010 - 2014
Academic Scholar

[Redacted]
[Redacted]
2006 - 2010

[Redacted]
Cogtong Candijay Bohol
2004 - 2006

WORK EXPERIENCE

ADMINISTRATIVE OFFICER IV

[Redacted]
February 1, 2019 - Present

- Prepares payroll , obligations and vouchers for personnel salaries and benefits
- Prepares and consolidates remittances
- Drafts communications / actions regarding personnel compensation and benefits
- Prepares reports on personnel transactions
- Computes salaries and deductions of employees
- Coordinates with other agencies concerning personnel matters
- Assist in the conduct of research studies/data gathering and prepare write-ups and statistical reports
- Does other related tasks as may be assigned from time to time

ADMINISTRATIVE OFFICER II

[Redacted]
August 9, 2016 – January 31, 2019

- Drafts communications / actions regarding personnel matters
- Prepares reports
- Assists in the preparation of payroll/vouchers and other financial documents
- Coordinated with other agencies concerning personnel matters
- Assist in the conduct of research studies/data gathering and prepare write-ups and statistical reports
- Computes overtime and prepares payroll/vouchers for the same
- Does other related tasks as may be assigned from time to time

