
Michelle V. Talabong

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| **Objective** | To fill in the vacant position and have a chance to be a part of this company.To share my knowledge and experiences in this good company through training exposure to actual applications of theories and ideas acquired from classroom and instructions. |
| **Language Profieciency** |  Spoken WritttenTagalog 10 10English 9 9Arabic 5 0 |
| **Computer Skills** | Microsoft Office AdvancedInternet Surfing Advanced |
| **Other Skills** | Bookkeeping, Payroll, Typing and Sales & Marketing, Procurement |
| **Experience** | **January 15, 2018 Up to Present****JK Capital Finance Inc. (Lucena Branch)****1868 Capistrano Subdivision Brgy. Gulang Gulang Lucena City*****Position : Branch Secretary*****Major Task:*** Checking email
* Receiving documents from email, Sales Associate and Freelance
* Prescreening the documents and verification
* Forwarding the complete documents of the client to ortigas
* Monitoring status of branch client’s application in asana
* Monitoring the client’s uploaded documents in LMS (specially the ci report)
* Monitoring the approval of the client and reason of delays
* Informing clients of approved loan and how it will be release (checks or online)
* Requesting check to accounting once the loan approved whether the client for online release or check
* Coordination with releasing associate if branch clients wants to release in ortigas (thru email and hang outs message for proper coordination)
* Sending the proper documents of branch clients if ortigas releasing
* Monitoring of transmitted checks from ortigas to branch
* Releasing loans to clients – preparing releasing documents ahead of time (voucher – if online, photo copy voucher and check, printing PN, DSB, assisting clients signing the documents. Checking the PDC and sometimes we write on checks for a little favor for client.
* Email the release docs and uploading to client schedules

Common Telephone calls:* Weekly we check our client’s amortization schedule files if okay for renewal , inform and convince them to renew their loans even still have 2 pending checks. Advise them what requirements and how they could submit them.
* Every day we check the treasury for branch clients who has daif or closed account and we call them ahead of time prior to collection department and we make comment according to client’s advise
* Receiving calls from client who needs to move or hold their checks and we advise them the corresponding penalties
* Posting the moving checks to pull out with moving dates and penalties
* We monitor and follow up their penalty deposits and advise the accounting to check the JK bank account
* We restructure accounts if necessary with the approval of collection department and Sir Ken

**Minor task*** Submission of SA reimbursement every Monday
* Submission of SA OB Forms
* Printing proposals for SA for their daily saturation
* Assisting SA if they need some assistance – ex: follow up monthly load, weekly allowances, etc
* Assisting HR if posting for Hiring needed
* Entertaining walk in clients and visit of the Freelance
* Buying office supplies and other needed in the branch
* Paying bills (water, electric and office rentals – in some branches)
* Ensuring enough stocks; application forms, AR, LAF, voucher, flyers
* Managing the branch revolving funds and proper reimbursement every month
* Going to the bank for excess deposits of SA allowance
* Going to LBC for weekly transmittal of released docs, pdc and other docs for ortigas
* Other errands : applying business permit every year or quarterly payment, canvassing, etc
* Maintaining the cleanliness of the branch
* Few rules of branch that I usually implementing with SA
* Filing client’s documents to their respective folders
* Ensuring the confidentiality of clients
* Ensuring the security of clients documents

**August 1, 2017 December 31, 2017****Emviem Telephone Services (Globe Telecom)****Hermana Fausta, Isabang Lucena City****Position : Sales Agent*** Looking for Subscriber
* Making Saturation for certain Areas.

**September 1, 2016 – April 30, 2017****Five-Star Consumer Research Services Inc.****Kalayaan Avenue, Quezon City****Position : Admin Assistant.*** In-Charge in Producing Financial Reports such as Financial Statements, Income Statement, Balance Sheet and others.
* Bookkeeping
* Preparing and Manage the Payroll Every Cut-off.
* Performing and coordinating office administrative activities.
* Evaluating Applicants for Job Hiring

**February 22, 2016 up to August 30, 2016****KPMG-RG Manabat & Company****Ayala Avenue, Makati City****Position : Senior Officer ( Executive Assistant for PARTNERS)*** **Assist Partners(AUDITORS) to prepare their TER every cut off**
* **Assign in making Billing & Collection Reports for all their Clients.**
* **Preparing the GAP Report (Accounts Receivables versus Collections projected as per their BUDGET per year.**
* **Maintaining the Billing Monitoring for each Partner’s Clients List.**
* **Reviewing the Checklist for FS Audit working papers making sure it’s complete before submitting to Partners for their review and approval.**
* **Preparing Billing every initial, progress and finish engagements for Statutory Audit for every Clients.**
* **Handle and Manage the Daily Calendar, Scheduling for Partners Meetings and Engagements.**
* **Assign in pushing all the Supervisors and Teams in every Client they are engage for the progress of the Audit status.**
* **Updating/ Reconciling the E-Audit Status for each year on Partner’s Master List.**

**September 1, 2013 up to April 30, 2015****Alabed Trading Company****Sanaa, Republic of Yemen****Work Tenure : 1yr & 7 months****Position : Executive Assistant*** Organize and maintain paper in Filing and electronic files.
* Logging all the Incoming and Outgoing faxes received.
* Manage all the correspondence to companies for Commercial Purposes.
* Communicating and transacting with the clients and suppliers.
* Follow-up the shipments and ongoing projects and Awarded Tender from the government.
* Performing and coordinating office administrative activities.
* Making Proposals to prospect clients and existing clients.
* Preparing the L/C draft to open in the bank per terms and conditions.
* Searching companies for their incoming projects or award Tender.
* Asking offer from different companies for the submission to clients or Tenders.
* Issuing Commercial Invoice to be given to client for Billing.
* Assign in all shipping documents and give it to our clearing agent for the shipment to be cleared in Custom.
* Create presentations, reports and documentation.
* Scheduling itinerary of the GM for his future travels. (Booking of hotels, ticketing, and conferences).

**July 7, 2010 – July 17, 2013****Hilsoft , Inc. (Formerly Omega Business Consulting Inc.)****Mandaluyong City, Philippines****Work Tenure : 3 years** **Position : HR Admin Manager*** Manage the Itinerary for GM for everyday schedule (Meetings/Presentations/VIP Clients).
* Managing the Company Cash Flow and Bank Reconciliation.
* Monitoring all the Account Receivables and Accounts Payables.
* In-Charge in Producing Financial Reports such as Financial Statements, Income Statement, Balance Sheet and others.
* In-charge in Billing & Collections.
* Bookkeeping
* Assign in Releasing Checks (Cash Disbursements).
* Preparing and Manage the Payroll Every Cut-off.
* Manage correspondences and proposals to be submitted to Clients.
* Coordinating with the clients in reference to their requirements.
* Searching new companies for cold calls and email blast.
* Create presentations, reports and documentation.
* Sales Support with all Product Consultant of the Company.
* Scheduling software demo upon request of Clients.
* Performing and coordinating office administrative activities.
* Evaluating Applicants for Job Hiring
* Giving Assessment to those for recommendation of being hired.
* Monitoring all employee performance evaluation.
* Preparing all the GovernmentRemittances (Payments) for BIR, SSS, and PHIC& HDMF

**Sept. 12, 2006 – April 7, 2010** **AlAbed Trading Company****Sana'a Republic of Yemen****Work Tenure : 4 Years &6 months** **Executive / Commercial Assistant*** Organize and maintain paper in Filing and electronic files.
* Logging all the Incoming and Outgoing faxes received.
* Manage all the correspondence to companies for Commercial Purposes.
* Communicating and transacting with the clients and suppliers.
* Follow-up the shipments and ongoing projects and Awarded Tender from the government.
* Performing and coordinating office administrative activities.
* Making Proposals to prospect clients and existing clients.
* Preparing the L/C draft to open in the bank per terms and conditions.
* Searching companies for their incoming projects or award Tender.
* Asking offer from different companies for the submission to clients or Tender.
* Issuing Commercial Invoice to be given to client for Billing.
* Assign in all shipping documents and give it to our clearing agent for the shipment to be cleared in Custom.
* Create presentations, reports and documentation.
* Scheduling itinerary of the GM for his future travels. (Booking of hotels, ticketing, and conferences).

**May -2005- July 31, 2006****ALMAGED GROUP FOR TRADE & INDUSTRY****UNIVERSAL OIL, GAS & MINERALS (UOGM)****SANA'A, REPUBLIC OF YEMEN****Work Tenure : 1 year & 2 months** ***Position : Executive Secretary /Secretary for Commercial Dept.**** Organize and maintain paper in Filing and electronic files.
* Logging all the Incoming and Outgoing faxes received.
* Manage all the correspondence to companies for Commercial Purposes.
* Communicating and transacting with the clients and suppliers.
* Follow-up the shipments and ongoing projects and Awarded Tender from the government.
* Performing and coordinating office administrative activities.
* Receiving and giving emails to the concern employee.
* Preparing the L/C draft to open in the bank per terms and conditions.
* Searching companies for their incoming projects or award Tender.
* Asking offer from different companies for the submission to clients or Tender.
* Create presentations, reports and documentations.
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|  | **Jan. 20, 2002 – April 20, 2005 JANA INSURANCE AGENCY- PHILS.** **Quezon CityPhilippines****Work Tenure : 3 years & 3 months** **Position : Executive Secretary*** Manage the issuance of Checks.
* Handle the telephone calls.
* Take down minutes of the meeting.
* Organize and maintain paper and electronic files.
* Assign in renewals of all agents.
* Plan the schedule and appointments.
* Making / preparing all the checks to be issued to agents and clients.
* Prepare the report for the remittance of payment to head office.
* Giving commission to agents.
* Do the payments for MERALCO / PLDT / DIGITEL, and other expenses of the company.

**JAN. 14, 2001 – DEC. 30, 2001 COVANTA PHILS. OPERATING**  **INC. (POWER PLANT) PHILS.****Work Tenure : 1 year****Position : Purchasing Clerk*** Preparing all the Purchase request
* Preparing the Canvass Sheet
* Process the Purchase order
* Organize and Maintain paper and electronic files
* Issue Purchase order for Suppliers / Vendors
* Follow-up the delivery upon issuance of P.O.

**MAY 3, 2000 – DEC.30, 2000 TENTHOUSE GARMENTS INC.****MAKATI CITY PHILS.****Work Tenure : 7 months** **Position : Export documentation Officer*** Prepare all the documents needed by the company.
* Process the entire license and visa needed for the coming shipment.
* Make all the documents needed to be submitted to forwarders.
* Facilitate the loading of goods.
* Monitoring Quota Utilization.
* Filing / Encoding
* Negotiate in Hong Kong office for the coming shipments.
* Facilitate the trucking matter.
* Facilitate the EDI-Net applications.
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| **Education** |  **STI College(Lucena City, Philippines)*** Computer Science
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| **Personal Data** | Contact No. : 09454559740Email Address michelletalabong@yahoo.comAge : 39Gender : FemalePassport No. : P2737735AValidity : April 22, 2022Contact Person in case of Emergency : Monica Bianca TalabongContact Number : 09081696230 |