

Michelle Payla Bergantinos

Zone-6, Lapad Laguindingan Misamis Oriental

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PROFILE

Well-qualified, creative and results-oriented employee with huge background in establishing and maintaining positive customer relationships, proven ability to work cooperatively with all levels of staff and excellent verbal and written communication skills, with successful experienced in position of increasing responsibility and duties of different field of works in related and willing to learn new skills, take on new challenges.

Professional Work History:

Organization: **Tsadani Solution**

Duration: August 2020-Present

Designation: Junior Tech Visual Assistant

- Basic Project Management: (Monday/Asana/Trello)
Responsibilities: Create own checklist on daily's report.
- Basic Graphic Design: (Photoshop/Canva)
Responsibilities: Find images for blog post and optimize it by resizing, remove background of an image, add text or color.
- Basic Wordpress: (Divi/Elementor)
Responsibilities: Add pages, add a new post, add tags, create new products in woocommerce
- Social Media Marketing: (Facebook)
Responsibilities: Promote business and configure chatbots
- Email Automation: (Mailchimp/Aweber)
Responsibilities: Create form/list and connect to website opt-in/sign-up form to gather leads.

Organization: **DISCOVERY EMPLOYMENT Abu Dhabi, United Arab Emirates**

Duration: October 29, 2014 to March 12, 2018

Designation: Archives Clerk (Human Resource/Processing Recruitment)

- Perform the daily operations of HR/PR functions and duties
- Checking and preparing all documents needed for MOL and Immigration for submission
- Receives, process and prepare the employee's request such as; termination, cancellation, renewal and non-renewal of visa, vacation and emergency leave
- Compile and update employee records (hard and soft copies)
- Making and preparing daily/monthly reports
- Prepare and manage correspondence, reports and documents
- Organize booking Tickets for the workers and travel arrangements
- Implement and maintain office systems
- Handle incoming mail
- Set up and maintain filing systems
- Set up work procedures
- Communicate verbally and in writing to answer inquiries and provide information
- Coordinate the flow of information both internally and externally
- Upon Arrival of workers preparing all the list of those who arrived
- Check all the list based on the arrival list from the Recruitment
- Follow up the documents from camp and check all the documents with complete stamp both passport and visa
- Preparing all documents for new arrival workers for their Labour Contracts

- Assess from camp staff for the processing of their Emirates ID, Insurance and Medical
- Update the status of all workers in camp who are pending
- Arrange their documents for Residence Visa Processing
- Prepare for necessary documents needed by camp for mobilization of workers
- Assess for managers concerns
- Check and File all the documents of each workers

Organization: **TECHNOMART Cagayan de Oro, Philippines**

Duration: April 04, 2011 to October 10, 2014

Designation: Head Office Accounting Clerk (Train New employees/ Cashier/ Sales Custodian/Inventory Custodian)

- Extensive knowledge of transaction process, checks handling, and bank cash deposits
- Comprehensive knowledge of preparing monthly payables
- Skilled in preparing accurate reports in sales monthly
- Possess interpersonal, organizational, and management skills
- Perform responsibilities of handling every branches concerns
- Performed responsibilities of reviewing reports of checking and saving accounts as well as peso deposits and inter-branch accounts, regular cashers transactions
- Responsible for receiving checks and verifying amounts, as well as entering transactions in the system
- Responsible for assisting customers/clients in their products concerns
- Performed other office related jobs under the work instructions of manager
- Responsible for handling all transactions from customers, installment in-house and credit cards transactions
- Prepared and distributed reports required for manager, cashier, and each branch department
- Prepare journal entries and complete general ledger operations
- Prepare monthly account reconciliations
- Review and verify accuracy of reported data
- Administer accounts receivable and accounts payable
- Present all monthly and year-end financial reports
- Ensure compliance with all statutory and company requirements
- Prepare tax schedules
- Monitor account/bank reconciliation

Organization: **Sangguniang Kabataan Chairwoman and SK Federation Vice President of Laguindingan**

Duration: May 2007- May 2010

Designation: Barangay Sangguniang Kabataan In-charge

- Preparation and Planning for the Budget in whole year to be discuss in Barangay Counsel
- Know and assess the needs and concerns of SK members in the Barangay
- Perform the duties and responsibilities as a leader
- Perform the monthly meeting or session for the progress and output as a leader
- Perform and represent as SK Leader in Misamis Oriental Federation
- Attend seminar to be conducted by LGU, Federation or any Government agencies
- Ask quotation and ask approval to proceed the purchase of items
- Signed and approved the allocated budget for every events or activities
- Participate in every meeting or seminar that will help to improve the leadership

Professional and Personal Skills:

- Basic Knowledge Project Management
- Web Design
- Graphic Design
- Virtual Assistant
- Basic Accounting Knowledge
- Teaching Strategy
- Computer Excellent (Microsoft Word, Excel, Power Point, Internet)

- Knowledge of local and federal laws regarding basic accounting and taxation.
- Good Communication Skills (Speaking and Written).
- Hard working, ability to assume and perform the responsibility.
- Motivated and flexible to maximize my skills
- Punctuality and time-keeping
- Able to take on responsibility
- Ability to work under pressure
- Self-motivation and ability to take the initiative
- Quick learner, keen to learn and improve skills.

Education:

Mindanao University of Science and Technology (MUST)

Bachelor of Science in Secondary Education
Major in Technology and Livelihood Education (TLE)
Cagayan de Oro City, Philippines 2011

Basic Accounting (Certificate) 3rd Honor

Personal Budgeting & Accounting
Abu Dhabi, United Arab Emirates
Year 2015

Laguindingan National High School (LANHS)

Poblacion Laguindingan Misamis Oriental
Consistent Honor Student and Active member of Drum and Bugle Band
Year 2003-2007

Lourdes Elementary School (LES)

Lourdes Alubijid Misamis Oriental
Active Member of Drum and Bugle Band
Year 2001-20017

Personal Details

Gender : Female
Age : 29
Civil Status : Married
Date of Birth : September 28, 1991
Place of Birth : Zone 6, Lapad Laguindingan Misamis Oriental, Philippines
Height : 5'2'
Weight : 63 kilos
Religion : IFI (Iglesia Filipina Independiente)
Citizenship : Filipino