

# Pauline Mae Pudan

Abu Dhabi, United Arab  
Emirates

+971 (0) 50 705 6582

paulinepudan@yahoo.com



## **Profile:**

- A young and energetic finance professional with a proven track record of handling payroll and various compensation and benefits activities.
- Excellent knowledge and skills in using excel and its functionalities; able to manage accounting transactions efficiently
- Expert in Telegraphic Transfers; worked with Symex Sytem, Western Union and many more.

## **Educational Background:**

- Bachelor's in Business Administration Major in Financial Management

## **Key Skills:**

- Customer Service
- Payroll Management
- Accounts Management
- Strong Analytical Skills
- Time Management

## **Work Experience:**

**October 2021 – August 2022**

**Powefull Team General Maintenance**

**Reception/Administrative Officer**

## **Responsibilities:**

- Meeting and greeting of clients
- Arranging Couriers
- Answering and forwarding phone calls
- Screening phone calls
- Sorting and distributing post.
- Manage office supplies stock and place orders
- Prepare regular reports on expenses and office budgets
- Maintain and update company databases
- Organize a filing system for important and confidential company documents
- Maintain a company calendar and schedule appointments
- Book meeting rooms as required
- Distribute and store correspondence (e.g. letters, emails and packages)
- Prepare reports and presentations with statistical data, as assigned
- Arrange travel and accommodations
- Schedule in-house and external events
- Perform other duties as per the requirements or instructions from the management;
  - Research potential vendors/suppliers
  - Compare and evaluate offers from vendor/suppliers
  - Make and track purchase orders and ensure timely deliver
  - Enter order details (e.g. vendors, quantities, prices) into internal databases
  - Maintain updated records of purchased products, delivery information and invoices
  - Track and file employees time in and out of the work and prepare a monthly report.

**April 2018 – October 2021**  
**Al Bader Exchange, UAE**  
**Telex Clerk**

Responsibilities:

- Comply in KYC and AML procedures
- Assist customers with processing transactions, such as deposits, withdrawals, and payments
- Used Western Union, Xpress Money, Transfast, Instant Cash, Uremit, Iremit, and Symex for transfers
- Resolve complaints or account discrepancies, and answering questions
- Coordinate transactions with agents via emails or telephone calls
- Process salary deposits using Wages Protection System, as per MOL Standard
- Process application of ATM card creations such as; new card, renewal and reissue
- Handle ATM by depositing money and fixing basic errors
- Ensure that the Daily Transaction Report is tally
- Perform other duties as per the requirements or instructions from the management

**May 2016 – January 2018**  
**Blue Collar Manpower Services Inc. -**  
**Philippines**  
**Payroll Officer / Accounts**

Responsibilities:

- Maintains payroll information by collecting, calculating, and entering data
- Prepare and distribute payroll using the Online Banking for 1,000+ employees
- Ensure payroll is closed by due date, work with HR to ensure accurate pay data reflected in actual payments on every payroll cycle
- Calculate and administer the annual increments and bonus in accordance to the company policy
- Ensure all leaves (annual, sick, other leaves) are tracking according to policy and procedures
- Verify taxes and other deductions of the employee
- Provides payroll information by answering questions and requests
- Create and do the filing of invoices and receipt
- Monitor client's accounts for non-payment and delayed payment; follow-up on collections
- Prepare and coordinate bank deposit and fund transfer activities
- Track and audit petty cash and deposits excess cash requested by the Operations Management

I do declare that the above information's are true and correct to the best of my knowledge.

**PAULINE MAE PUDAN**