

## DECERREY M. DIVINAGRACIA

Address : Rm 210 Al Maraya Bldg. Al Satwa Dubai UAE

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### Profile Summary:

I am a dedicated, responsible and detail oriented person. Based on my previous work experiences, I have proven to be highly adaptive, fast learner and is eager to learn and develop new skills that would enable me to complete my job with my utmost sincerity towards the success of the company.

### Work Experience:

#### **Admin-Document Controller July 2020-September 2023**

Witco Construction & Development Corporation-Davao City, Philippines



#### Responsibilities:

- Prepare technical documents such as site daily reports, WIR, Drawings and daily time record for billing and traceability.
- Update and monitor daily site progress to client.
- Transmits accurate and reliable reports on time to client.
- Check, send emails, and answers queries of client.
- Sorting, scanning, printing, safekeeping & filling of documents (e-copy & hard copy).
- Keeping of confidential records and reporting to management for daily activity.
- Assist HR Department for hiring, updating records, payroll & daily operational activities.
- Handles cash allotted to daily expenses and miscellaneous.
- Assist Finance Department for recording, purchasing and liquidations.
- Send and prepare request of revolving funds for approval.
- Prepares and sends reliable and timely liquidation of funds to management.

#### **HR Admin Office Staff**

**June 2019-July 2020**

Profood International Corporation

Lizada, Toril Davao City Philippines



#### Responsibilities:

- Assist and maintain records.
- Update personal records and maintain confidentiality.
- Assist in payroll, recruitment and contracts.
- Provide clerical and administrative support to Human Resources Executives.
- Compile, Track and Update employee records.
- Manage and support day to day operational activities.

- Responds to employees concern by communicating it to HR head after evaluating and gathering of informations.

## Education:

**Bachelor of Science in Business Administration Major in Financial Management**      **2018 to 2022**  
Davao Central College- Toril Davao City Philippines

**Bachelor of Science in Secondary Education**      **September 2022 to January 2023**  
18 units of professional education course  
Davao Central College- Toril Davao City Philippines

**Civil Service Examination Passer**      **March 2023**  
Republic of the Philippines

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## Affiliations:

Member of Junior Confederation of Finance Associations Philippines      2018 to 2022

## Trainings:

Occupational Safety & Health Programs	July 2023
Flammable and Combustible Liquids	July 2023
Ergonomic Awareness - Hazard & Control	August 2023

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## Additional Skills:

- Microsoft Office Package:
  - Microsoft Word
  - Microsoft Power point
  - Microsoft Excel
  - Microsoft Outlook
- Ability to prioritize and Multi task
- Critical & Analytical Thinking skills
- Communication Skills
- Clerical and Administrative skills
- Accountability
- Time Management

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## Personal Information:

Address : Sta. Marina Binugao Toril Davao City Philippines  
Age : 23 years old  
Nationality : Filipino  
Civil Status : Single