



# MICHELLE ANN CUEVAS

## ADMINISTRATIVE/ FINANCE

### PERSONAL BACKGROUND

I am an Administrative Support for more than 8 years with holistic knowledge in administration, office and projects support. I also had an experience in Banking, Finance and Accounting Job.

### NOTABLE CHARACTER

I remain calm while under pressure. I am very persistent, focused, and disciplined person, an attitude that commands me to tackle any undertakings in just one sitting whenever possible. I obliged myself to deliver the efficient result in any field of my endeavor. I am passionate about my work and willing to exert every effort to do my job to the best of my ability.

### CONTACT DETAILS

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Address: Deira, Dubai

Visa Status: Visit Visa ( April 20, 2024)

## WORK EXPERIENCE

### Private Client-Virtual Assistant (Remote/Freelance)-Philippines

March 2021-March 2022

- Working with a private client (UpWork) related to his Medicare Business and offering administrative services remotely.

### 51Talk-ESL Teacher (Remote/Freelance)-Philippines

January 2021-March 2022

- Conducting activities and lessons based on ESL teaching methodologies of 51Talk.

### Pru Life UK-Financial Consultant (Freelance)-Philippines

September 2019-September 2020

- Work with clients to develop individualized financial plans for savings, retirements, investments and insurance.

### Decovision WLL-Project Coordinator/Assistant-UAE

March 2014 to June 2018

#### Projects:

- Catch Restaurant at St. Regis Hotel (Interior Fit-Out)
- Refurbishment works Of Emirates Palace SPA (Interior Fit-Out)
- Refurbishment works of MOPA building (Interior Fit-Out)
- Marriott Kigali Project (Interior Fit-Out)
- Blue Water Hotel-Dubai (FF&E Project)

#### Job Description:

- In charge on Procurement Process
- Provide full admin support to the project team and department to ensure the smooth running of the department operations
- Maintain records of Engineers and assist in their movements
- Take minutes of meeting and maintain records for the operations and project team
- Develop and maintain document control processes for the efficient management
- Support the officers and project team in daily admin roles and assist to keep stock of stationary supplies for the department
- Perform data-entry, recording, printing and filing duties
- Coordinate travel arrangements inclusive of air-ticket, hotel accommodation, visa arrangements, claims etc.
- Assist to check and verify staff claims and invoices for project team

### Abu Bader Electronics Est.-Corporate Secretary-UAE

February 2012 to February 2014

- Keeping up to date with relevant regulations, legislation and policies to ensure that the organization acts in accordance with appropriate risk management and corporate governance guidelines
- Prepare the financial statement and reports and all payments in accordance with statutory requirements in a timely and accurate manner; Monthly management account and payroll requirements.
- Implementing New Procedures and Administrative Systems
- Ensuring monthly forecasting and annual budgeting is consistent with the strategic aims
- Managing, developing and reviewing corporates service related procurement contracts ensuring Abu Bader's service requirements are met and risk is minimized.
- Ensuring confidentiality is maintained

## CORE STRENGTHS

- Organizing Skills
- Communication Skills
- Customer Service
- Personal Assistance
- Researching
- Generating Ideas
- Scheduling Appointments
- Creating Presentations
- Planning
- Travel Management
- Computer Proficiency
- And any others related to this field

## ONLINE CERTIFICATION

### Skill Success

February 05, 2021

Freelancing with YouTube, WordPress, Upwork and Fiverr

### Skill Success

February 17, 2021

Xero Online Bookkeeping

### Udemy

March 03, 2021

Google Forms

### Teach International

July 04, 2021

Tesol and TEYL

## PREVIOUS EDUCATION

### College of the Holy Spirit-Tarlac, Philippines

Yr. 2005-2010

Bachelor of Science in Business Administration

Major in Financial and Management

Accounting

Education Level: Bachelor's / College

Degree

- Contributing towards business efficiency by liaison with the Management Team and staff on the implication of process re-engineering, cost management, capital projects, acquisitions, foreign exchange, tenders, etc.
- Ensuring the financial and IT affairs of the organization are properly managed and its assets are appropriately protected
  - Being responsible for and promoting safe work practices for self and others.
  - Maintaining Diaries/ Arranging Appointments
  - Handling Correspondence
  - Monitoring of Projects
  - Coordinate with other Companies with regards to Proposals and any other related field.
  - In charge of updating the Registration with the Oil and Gas Company

### First Provincial Bank-Treasury Assistant-Tarlac, Philippines

August 2010 to December 2011

- Assist the treasurer in the daily work load such as:
  1. Cash Generation of Funds (Marketing)
  2. Fund Management (Alleviation of fund use)
  3. Cash Custodian
    - Prepare and Monitor the Cash Position Report
    - Prepare and Verifies weekly cash reserves for submission to Central Bank of the Philippines
    - Cash Management and Supervision

### MD Horizon Links Multi-Purpose Cooperative-Accounting Assistant-Mandaluyong, Philippines

Mar 2007 to May 2008

- Performs duties for accounting department.
- Handling our two clients the Celadon Manufacturing Corporation and Celadon Polybags Inc. Doing Payroll and Billings
  - Process payments and documents such as invoices, journal vouchers, employee reimbursements, and statements.
  - Update the Ledger of each Member.
  - Giving orientation for the new employee regarding their benefits and computation of their payroll. Reconciles transactions, financial data, and other information to an automated accounting system.