



## Jhudelyn Rodrigo

Accounting, Admin & HR Assistant / Secretary

### Qualifications & Skills

- Goal and detail oriented with experience in financial administration.
- Accurate and efficient data entry skills.
- Ability to reconcile bank statements, credit card statements, and other financial accounts to ensure accuracy.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and other relevant software applications.
- Ability to handle sensitive information with discretion and maintain confidentiality.
- Ability to organize and prioritize tasks to meet deadlines and manage multiple responsibilities.
- Ability to manage office operations efficiently, including scheduling appointments, maintaining files, and organizing office supplies.
- Flexibility to adapt to changing circumstances and learn new skills as needed.

### Personal Information

Nationality: Filipino  
Marital Status: Married  
Visa Validity: October 2024  
Passport#: P6064336B  
License: Driving – Light Vehicle  
Automatic

### Contact

Address: Mohammed Bin Zayed  
Abu Dhabi - UAE  
Mobile #: +971 54 571 3022  
E-Address: [rodrigo.jhudelyn@gmail.com](mailto:rodrigo.jhudelyn@gmail.com)

Reference: Available upon request.

### Objective

To acquire a professional position in the organization where I can use my strong organizational and technical skills to contribute to the company's success. I am also seeking a position that will allow me to continue developing my abilities while contributing to the goals of the organization.

### Experience

#### **EUGENE CORP. LTD., ABU DHABI - UAE**

Accounting. & Admin Assistant/ Secretary • Oct. 2022 Up to Present

#### **ASSASTECH SAFETY & SECURITY SYSTEM - UAE**

Accounting Clerk & Admin • Sept. 2021 - Oct. 2022

#### **TAD-BEER Ras Al Khaimah (Part time) - UAE**

Acctg, Admin & HR Assistant / Secretary • Feb. - Sept. 2021

#### **INFOTECH ELECTROMECHANICAL LLC - UAE**

Acctg, Admin & HR Assistant / Secretary • Nov. 2019 - Dec. 2020

#### **UNITED MANPOWER (Recruitment) - UAE**

Archive Clerk. & Acct. & HR Asst • May 2018 - Nov. 2019

#### **SOPHIE PARES PHILIPPINES INC – MM, PH**

Accounting Clerk / Importation Admin Asst. • Mar. 2015 - May 2018

#### **PASTO GROUP OF COMPANIES – MM, PH**

Accounting Clerk • Nov. 2013 – Mar. 2015

### Educational Attainment

- **Bachelor of Science in Business Administration Major in Management – 2009 to 2013**  
Rizal Technological University – MM. PH

## Duties & Responsibilities

### **EUGENE CORP. LTD., ABU DHABI - UAE**

Accounting. & Admin Assistant/ Secretary  
October 2022 Up to Present

• Admin Clerical Works • Preparing Monthly Accounting Reports • Encoding Accounting monthly reports in QBM system • Secretarial - Managing Schedules • Handling Communication • Document and File Management • Arranging Travel • Maintaining Confidentiality • Supporting Executives • Bank Reconciliation Preparing Monthly WPS • Recording Daily Expenses • Processing of Vehicle & Health Insurance • Assisting in OSHAD Audit • Encoding Quarterly & Annual Audit Report in ALADAA • Assisting in Accounting Audit.

### **ASSASTECH SAFETY & SECURITY SYSTEM - UAE**

Accounting Clerk & Admin  
• September 2021 to October 2022

• Accounts Payable & Receivable • Cash Custodian (Petty Cash) • Invoicing • Purchasing • Bank Reconciliation (personal bank account of CEO) • Sales Monitoring • Preparing Quotations • Monitoring Emails • Monitoring of Time Attendance • Preparing monthly Payroll • Secretarial - Managing Schedules • Handling Communication • Bank Reconciliation • Document and File Management • Arranging Travel • Maintaining Confidentiality • Supporting CEO • Customer Service • Preparation of letters (Warning, Memos, etc.).

### **TAD-BEER Ras Al Khaimah (Part time) - UAE**

Accounting Clerk / Admin / Secretary  
• February to September 2021

• Applicants Interview via Phone • Making CV and Contract of Applicants • Submit the contract to the Embassy • Monitoring Expenses • Bank Reconciliation • Monitoring of Applicants (Arrivals/ Visa Issued/ Applicants with Sponsor & Returned Applicants) Secretarial - Managing Schedules • Handling Communication • Document and File Management • Maintaining Confidentiality • Supporting Executives • Customer Service.

### **INFOTECH ELECTROMECHANICAL LLC - UAE**

Accounting Clerk & Admin Assistant  
• November 2019 to December 2020

• Accounts Receivables • Accounts Payables • Preparing Cheques • Bank Reconciliation • Cash Custodian (Petty cash) • Preparing & Checking of Invoice • Checking of time sheet • Preparing Pay slip • Encoding Timesheets in ERP system | Attending phone calls | Searching & Interview Applicants • Processing of Vehicle Insurance • Preparing LPO & Quotations • • Document and File Management.

### **UNITED MANPOWER (Recruitment) - UAE**

Archive Clerk. & Accounting Clerk  
• May 2018 to November 2019

• Responsible for Daily Transactions • Preparing Receipt • Bank Reconciliation • Other Bank Transactions • Cash Custodian • Interview & Preparing CV of Applicants • Attending Phone Calls • • Document and File Management.

### **SOPHIE PARES PHILIPPINES INC – MM, PH**

Accounting Clerk / Importation Admin Asst.  
• March 2015 to May 2018

• Preparing & Monitoring of PO from other Country • Annual Inventory • Accounts Payable • Preparing of Cheques • Cash Custodian (Petty Cash) • Bank Reconciliation (PHP, USD & RPH) • Processing Payments (Cheques • Cash • Telegraphic Transfer) • Checking and Preparing of Cash Advance and Petty Cash Request • Checking of liquidations / expense reports from Petty cash and Cash Advance. • Monitoring of Cash Advances of the employees • Monthly Reports- Schedule • Amortization & Depreciation • Summary of Petty Cash & Cash counts • Checking of BC Events Reimbursement (Monthly) • Encode all transactions using ACCPAC system.

### **PASTO GROUP OF COMPANIES – MM, PH**

Accounting Clerk  
• November 2013 to March 2015

Auditing daily sales report from outlet (cash counts, cash deposits & credit cards) • Preparing of Cheques • Cash Custodian (Petty Cash) • Monthly inventory with auditor • Accounts Payable • Makes aging of AP and AR • Secures all government permits for the operation of the business • Prepares monthly reports (Summary of cash and credit of sales, Costing of Inventory).