

Ma Eilleen Jacintos

QATAR | Phone #30724681 | maeilleenj@yahoo.com |

EDUCATION

CENTRAL PHILIPPINE UNIVERSITY

JARO, ILOILO CITY, PHILIPPINES

BACHELOR OF SCIENCE IN COMMERCE MAJOR IN FINANCE

WORK EXPERIENCE

MONOPRIX HYPERMARKET

DOHA, QATAR

ADMIN ASSISTANT

Feb 2024 - Sep 2024

- Handling incoming calls, emails, and correspondence; directing inquiries to the appropriate personnel.
- Managing calendars, scheduling meetings, and coordinating appointments for executives or teams
- Creating, formatting, and editing documents, reports, and presentations.
- Maintaining databases, filing systems, and ensuring accurate record-keeping.
- Ordering and managing office supplies, ensuring the office is well-stocked.
- Assisting team members with administrative tasks and providing support as needed
- Organizing meetings, preparing agendas, and taking minutes
- Booking travel and accommodations for staff as required
- Greeting visitors and clients, ensuring a positive experience
- Supporting various projects by providing administrative assistance and coordination.

MONOPRIX HYPERMARKET

DOHA, QATAR

ACCOUNTS ASSISTANT/INVOICE CONTROL

May 2017 - Jan 2024

- Recording financial transactions in accounting software (ERP) and ensuring accuracy.
- Preparing, issuing, and tracking invoices to clients and suppliers.
- Doing bank reconciliations and bank statements and accounts to ensure accuracy
- Managing payments to suppliers and tracking payments from clients
- Preparation of financial reports, statements, and budgets
- Maintaining organized financial records and filing systems for easy retrieval.
- Monitoring and recording company expenses and ensuring compliance with policies
- Liaising with clients, suppliers, and internal teams regarding financial queries.
- Assisting during audits by providing necessary documentation and information.
- Providing general administrative support to the accounting department as needed.
- Monitoring stock levels, ensuring adequate supply while minimizing excess inventory
- Conducting regular inventory audits to verify accuracy and identify discrepancies.
- Analyzing inventory data to forecast demand and optimize stock levels.
- Coordinating and placing orders for new stock as needed, based on inventory levels and demand forecasts.

OPERATIONS ASSISTANT

MANDURRIO, ILOILO CITY, PHILIPPINES

TEAMS SALES & PROMOTIONS, INC.

May 2005 - Dec 2015

- Doing with administrative tasks, including filing, data entry, and document management
- Serving as a point of contact for internal teams and external partners, handling inquiries and relaying information.
- Helping to implement and monitor operational processes to ensure efficiency and effectiveness.
- Collecting, analyzing, and maintaining operational data and reports for management review
- Assisting in the management of inventory levels, including ordering supplies and tracking usage
- Providing assistance on various projects, including research, documentation, and follow-up tasks.
- Assisting in maintaining quality standards and ensuring compliance with company policies.
- Helping onboard new employees and providing training on operational procedures
- Identifying operational issues and assisting in developing solutions to improve workflows.

PROJECT EXPERIENCES

UNILEVER, PHILIPPINES

MANILA, PHILIPPINES

SYSTEM MIGRATION - FROM OLD TO NEW SYSTEM

Mar 2009 - Jun 2009

- Collaborating with people who have different roles and using effective communications skills to achieve optimal results
- Planning for best sourcing resources using effective strategies, clarifying goals with team members, and guiding the project idea for effective and cost effective implementation.
- Keeping the team in check and meeting deadlines to complete the project in its time frame and implementing troubleshooting and maintenance technique every step to ensure project progress.

UNILEVER, PHILIPPINES

MANILA, PHILIPPINES

WEB BASE ORDER PROCESSING

Apr 2010 - Jun 2010

- Gather, create and collaborate with people involve with the project and set meeting on how to achieve it
- Delivering the project objectives with careful planning and with determining the quality, time, cost and resources
- Analyzing project progress with performance achieving the optimal results.

LEADERSHIP EXPERIENCE

MONOPRIX HYPERMARKET

DOHA, QATAR

INVENTORY INCHARGE - QUARTERLY AND YEARLY

Dec 2020 - Aug 2024

- Setting up meetings for regular meetings for smooth process for the initial inventory for sections concerned to open up communications
- Implement cross-functional duties and responsibilities for people involve for effective processing.
- Provide effective trainings to resources and feedbacks for easy and smooth process.

SKILLS

CUSTOMER RELATIONS, BUSINESS ANALYSIS, ORGANIZATIONAL SKILLS, PROBLEM SOLVING, ATTENTION TO DETAIL

LANGUAGE

FILIPINO, ENGLISH

PROFESSIONAL SUMMARY

Dedicated and performance driven person with more than 15 years of experience in the fields of Finance, Operations and Admin. Effective team player offering extraordinary analytical skills and important ability to think critically.