

Dina S. Barola

Personal Details

- Mobile : 09632656438 / 09268902418
- Email : dinabarola024@gmail.com
- Date of Birth : December 29, 1996
- Gender : Female
- Nationality : Filipino
- Religion : Roman Catholic
- Languages Known : Filipino and English



Career Objective

To pursue a challenging career with dedication and provide my efficiency to the fullest in a professional organizational environment wherever I serve my duties that will discover the potential in me and to earn new experiences.

Academic Qualifications

BS Business Administration major in Human Resource	Saint Joseph College	2017
B.S. Ed (Bachelor of Secondary Education) (Major in Social Studies)	Saint Joseph College	2023
LEPT Board Passer	Taloban City	2023

Employment

➤ Lady of Assumption Enterprises Inc. (July 2017 - Present)

HR Assistant

- File organization, meeting scheduling, writing and proofreading, emailing, keeping supplies organized, entertain visitors, and more.
- Maintain and arrange personnel files, including application logs, resumes, and applications.
- Assists workers by elucidating benefit plans and other issues.
- Verifies the fulfillment of forms and applications to enroll new employees.
- Contributes to the hiring process and helps settle disputes among coworkers.
- Prepare employee payroll and generate payment reference number for the following monthly contribution payments of SSS, PhilHealth and Pag-Ibig.

Office Clerk

- Responsible for disbursing and managing cash expenses for project site allowances, including daily liquidation. Ensures that all transactions are recorded and posted on the systems at the end of the day.
- Process payments and disbursements, ensure accuracy and completeness of payment requests to suppliers either goods or services.
- Receive and disburse money in establishments other than financial institutions.
- Practical expertise in accepting cash and checks for the ff. transactions including bank deposits, transfers, and withdrawals.

- Maintaining financial reports, records, manage petty cash and other cash accounts in expense for all project needs.
- Assists employees with financial difficulties, such as cash advance and loans.
- Organize office activities and other administrative tasks, including secretarial work.

Professional Skills

- Have an excellent communication and instructional skills.
- Working knowledge with computers and internet.
- Capable to work on a flexible schedule and always willing to learn.

Computer Skills

- Proficiency in MS Office (MS Word, Excel & Power Point)

Character References

- **Nancy Maron**
Public Schools District Supervisor
DepEd
09606628922
- **Leonila Barola**
Finance Officer
Lady of Assumption Enterprises Inc.
09175584859
- **Jergen Sy**
HR Manager
Lady of Assumption Enterprises Inc.
09685975075

Declaration: I hereby declare that all the above information is true to the best of my knowledge.