

MARY ANN AQUINO-CHUPUICO

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Objective	To seek a position in a reputable organization that enables personal growth and career development.						
Executive Highlights	A vibrant professional with more than 10 years combined experience in the field of accounting, human resources and management. Detail-oriented with proven ability to successfully contribute to company objectives. A team player with an ability to work under pressure in a fast-paced environment. Punctual, hardworking, efficient and committed to professional excellence.						
Academic Qualifications	<table border="1"> <thead> <tr> <th data-bbox="363 779 837 824"><u>Qualification</u></th> <th data-bbox="837 779 1385 824"><u>Institute</u></th> <th data-bbox="1385 779 1485 824"><u>Year</u></th> </tr> </thead> <tbody> <tr> <td data-bbox="363 837 837 882">Bachelor of Science in Accountancy</td> <td data-bbox="837 837 1385 904">Polytechnic University of the Philippines, Manila, Philippines</td> <td data-bbox="1385 837 1485 882">2001</td> </tr> </tbody> </table>	<u>Qualification</u>	<u>Institute</u>	<u>Year</u>	Bachelor of Science in Accountancy	Polytechnic University of the Philippines, Manila, Philippines	2001
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Bachelor of Science in Accountancy	Polytechnic University of the Philippines, Manila, Philippines	2001					
Career Progression	<p> Employer: WUD Flowers Designation: Administration and Human Resource Reporting to: Managing Director Duration: May 26, 2005 to March 28, 2020 </p> <p> WUD, meaning adore and love in Arabic was established in 2002 with an ambition and determination to deliver the finest services, unique ideas and customer's satisfaction. Today, Wud is proud to be identified as premiere flowers artists, hence it aims to go further and always reinvent and introduce new ideas. </p> <p> Key roles: </p> <ul style="list-style-type: none"> • Provides supplies by identifying needs for reception, workshop and office; establishing policies, procedures, and work schedules. • Maintains administrative staff by recruiting, selecting and orienting employees; maintaining a safe and secure work environment; developing personal growth opportunities. • Accomplishes staff results by communicating job expectations, planning, monitoring, and appraising job results, coaching, counselling, and disciplining employees; initiating, coordinating, and enforcing systems, policies, and procedures. • Purchases printed materials and forms by obtaining requirements; negotiating price, quality, and delivery; approving Invoices. • Provides historical reference by developing and utilizing filing and retrieval systems. • In-charge of all the Point of Sales transaction. • Prepares sales quotations in coordination with the accounts department. • Maintain high level of customer service in various classes of clientele. • Responsible for all office correspondences. • Meets and negotiates with Clients related to inquiry, orders and complains. Attends to all clients' complaints and inquiry. • Prepares all documents needed for visa with coordination to Public Relation Officer. • Responsible for Accounts Receivable. • Prepares schedules necessary to facilitate the delivery of clients orders. • Manages preparation of job orders, Invoices, and receipts for payment received. • Liaises with Accountant, PR Manger and Managing Director. 						

<p>Career Progression</p>	<p>Employer: WUD Flowers Designation: Accountant (General) Reporting to: Managing Director Duration: December 20, 2003 to May 25, 2005</p> <p>WUD, meaning adore and love in Arabic was established in 2002 with an ambition and determination to deliver the finest services, unique ideas and customer's satisfaction. Today, Wud is proud to be identified as premiere flowers artists, hence it aims to go further and always reinvent and introduce new ideas.</p> <p>Key roles:</p> <ul style="list-style-type: none"> • Prepares monthly reports directly to the Managing Director. • Performs regular profitability analysis and suggests ways to improve profitability in the increasingly competitive business environment. • Performs stock and inventory control. • Handles monthly payroll and related schedules such as employees' loans and advances. • Performs administrative and secretarial functions. <hr/> <p>Employer: SCG Philippines, Inc. (On Semiconductor) Designation: Accounts Payable Admin Support Reporting to: Accounts Payable Supervisor Duration: October 10, 2002 to January 9, 2003 September 14, 2001 to March 13, 2002</p> <p>ON semiconductor is a premier supplier of high performance silicon solutions for energy efficient electronics. The company's broad portfolio of power and signal management, logic, discrete and custom devices helps customer's efficiency solve their design challenges in automotive, communications, computing, consumer, industrial, LED lighting, medical, military/aerospace and power applications. ON semiconductor operates a world-class value-added supply chain and a network of manufacturing facilities, sales offices and design canters in key markets throughout North America, Europe, and the Asia Pacific regions.</p> <p>Key roles:</p> <ul style="list-style-type: none"> • Provide technical support to supervisors. • Help/assist in Oracle Data conversion. • Manual encoding of suppliers Invoices. <hr/> <p>Employer: Telephilippines, Inc. (Teleperformance) Designation: Telecommunication Service Representative Reporting to: Telecommunication Service Representative Supervisor Duration: March 31, 2000 to June 8, 2000</p> <p>Teleperformance, the world's leading provider of outsourced CRM and contact center services, has been serving companies around the world rolling out customer acquisition, customer care, technical support and debt collection programs on their behalf.</p> <p>Key roles:</p> <ul style="list-style-type: none"> • Handles outbound calls.
<p>IT Proficiency</p>	<ul style="list-style-type: none"> • Well-versed with MS Office Packages – MS Word and MS Excel • Software – Alphapro and Realsoft

Personal Details	Date of Birth: 09 October 1980 Nationality: Filipino Religion: Roman Catholic Marital Status: Married Languages: English, Filipino Visa Status: Husband Visa
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