



NOVA JOY D. FRANCO

Al Rigga, Dubai, U.A.E.

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Mobile Number: +971589039755

PROFESSIONAL PROFILE

- Internationally educated professional possessing a Bachelor of Science degree in Computer Engineering
- Strong combination of interpersonal, communication and analytical skills with particular attention to detail and accuracy
- Proficient in the use of **ZOHO Quick Books**, Outlook, MS Office Applications, Internet browser and Electronic mail.
- Effective problem solver who works well under pressure with the ability to meet challenges in a fast-paced, deadline oriented environment
- Highly organized, effective and efficient team player who can interact well with management and co-workers at all levels

PROFESSIONAL DESIGNATIONS AND MEMBERSHIPS

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|--|---------------------------|
| Sub-Professional Passer - Philippines | November 2001 |
| Licensed Computer Technician | February 2005 |
| Association of Computer Engineering Students | June 1995 to March 2000 |
| Association of Working Students | August 1997 to March 1998 |
| Western Institute of Technology Student Government | July 1997 to March 1998 |
| Western Institute of Technology Student Council | July 1996 to March 1997 |

PROFESSIONAL EXPERIENCES

Administrative Assistant cum Junior Accountant
I Chips Plus Foodstuff Trading LLC.

February 08, 2022 - January 31, 2024
903, A-20, 9th Floor, Gulf Towers A-2, Oud Metha, Dubai, U.A.E.

- Monitor and process online orders.
- Counter check daily shop sales report.
- Inventory of daily stocks.
- Prepare month end reports such as monthly sales, salesman sales output, issued petty cash, cheque disbursements, customer feedback and total pouches sold.
- Check emails.
- Process staffs reimbursements/ liquidations.
- Incharge in handling petty cash.
- Canvass and negotiate with suppliers for favorable terms, discounts, rebates and prepare PO and purchase materials for the company.
- Prepare and process Purchase Orders of clients.
- Process WPS.
- Filing records and other correspondence.
- To carry out other work requested by our C.E.O. from time to time.
- Billing and collections.
- Prepare invoice, vouchers (Petty Cash and Cheque) and cheques.
- Cheque encashment.
- Cheque monitoring
- Prepare credit and debit notes
- Engaging in marketing activities

Administrative and Finance Assistant
FutureSmart Resources + Strategies, Inc.**October 29, 2018 - September 30, 2021**
One Invictus Prime Center,
Gorriceta Ave., Balabag,
Pavia Iloilo, Philippines

- Process accreditations and renewal of permits like Business Permit, Philgeps and etc.
- Summarize the attendance/ DTR and prepare payroll of the staff every cut off.
- Prepare payslips for employees.
- Prepare Bidding documents and documents for Negotiated projects.
- Check emails.
- Remind the C.E.O of his appointments.
- Process staffs reimbursements/ liquidations.
- Responsible for notarizing documents.
- Responsible in monitoring Philgeps.
- Prepare accounts receivable report every month.
- Meet clients.
- Canvass and negotiate with supplier for favorable terms, discounts, rebates and purchasing materials for the company.
- Prepare and process Purchase Orders.
- Filing records and other correspondence.
- To carry out other work requested by our C.E.O. from time to time.
- Billing and collections.

Teaching Assistant
Oakfield Early Learning Centre**January 01, 2014 – December 15, 2016**
Al Mazaya Business Center, BB-1,
Jumeirah Lakes Tower, Dubai, U.A.E.

- To ensure a high standard of physical, emotional, social and intellectual care for the children placed in the Centre.
- Support the development of the children's listening, language and communication skills whilst encouraging their interest in literature and imaginative play.
- Encourage the children's mathematical knowledge in a practical and play based way.
- Broaden children's experience and knowledge through computer technology and science.
- Develop children's physical awareness through games and play based activities.
- To organize and lead activities to promote all areas of development, such as arts and crafts, music and singing, storytelling, imaginative play, games, etc.
- To give support to other team members.
- To assist with the implementation of the daily routine in the classroom.
- To observe and undertake instruction from the Teacher.
- Ensure safety of children at all times.
- Assist in the planning and preparation of materials for activities and display boards for current and forthcoming topics.
- Tutor and assist children under the direction and guidance of the teacher. Re-enforce learning concepts presented by the teacher.
- Assist with the story telling, number, shape, color, size recognition plus reading and writing skills or any other activity, under direction from the teacher.
- To teach basic personal hygiene, proper eating habits and social skills.
- Re-enforce rules for acceptable behavior and procedures for maintaining order as per teacher's recommendations.
- Supervise children at all times.
- Instruct and monitor the children in the correct use and care of equipment and materials in order to prevent injury and or damage.
- Assist in labeling students work and displays.
- Assist in preparation of children's reports and portfolios for parents each term.
- Assist teacher to adhere to the class timetable.
- Undertake domestic jobs within the school like tidying the classroom and bathroom duties (hand washing, changing nappies) preparation and assistance with snack times.

Secretary/ Receptionist/ Doc. Control
Anchor Marine Engineering
(Ship Repairs and Maintenance)

April 16, 2013 – December 31, 2013
Al Jaddaf, Dry Docks, Dubai, U.A.E.

- Coordinate with Managing Director and Operations Manager/Admin Manager & Sales Manager to assist them in their day to day work and carry out any instructions to follow and report.
- Preparing quotations and invoices.
- Preparing enquiry, notices for the company and gate passes.
- Prepares the BID, ORC and Job Card.
- Maintaining files & confidential documents carefully.
- In charge in answering telephone calls, handling incoming and outgoing Letters/faxes and meeting visitors.
- Assisting the H/R Manager to fulfill the ISO 9001-2008 quality system procedure and records.
- All administration work which may be communicated to me time to time.
- Updating file and monitor visa expiration, passport and work permit of each employee.

Logistics/ Purchaser/ Accounts/ Executive Secretary
Hilali Light Industries Co. LLC.
(Manufacturing Company)

December 22, 2010 – March 14, 2013
Sharjah, United Arab of Emirates

- Process import of goods. Preparing the documents for shipment such as Bill of Lading, Invoice, packing List and Certificate of Origin. Copies of these documents will be forwarded to my Manager for Duty Exemption.
- Process clearance certificate for importation of dangerous goods in Dubai Municipality
- Tracking or monitor shipment(s) through online and coordinate with the supplier and clearing agent such as Al Qabandi Forwarding, Jatco, Globelink and Capricorn.
- Prepares price analysis & advice the General Manager about the best offer.
- Responsible for Local Purchase Orders (LPO) after bargaining the best offer from supplier.
- Ensures that purchased materials will arrive in the site prior to its use.
- Coordinates to Commercial Manager about the general requirements (bulk orders) of materials, upon confirmation, coordinating to international manufactures take place (China, Italy, Taiwan, Spain and etc.).
- Filing records and other correspondence.
- Prepare invoices, quotations and inquiries, correspondence, credit notes and memos of the company.
- Check raw material deliveries if it is in good quality before receiving and making reports.
- Coordination of storage and deliveries of goods.
- Canvassing, negotiate with supplier for favorable terms, discounts, rebates and purchasing all raw materials of the company.
- Set all appointments of General Manager and advice him accordingly, scheduling tours and tickets.
- Prepare and process local credit (LC) in the bank for importing goods.
- In charge of payables of the company.
- Preparing payment voucher and cheques.
- To carry out other work as requested from time to time by our Commercial Manager and General Manager as well.
- Taking notes and dictation from the boss for drafting the correspondence
- In charge for company e-mails through outlook and transmits facsimiles.
- Dealing with clients such as Union Coop, Sharjah Coop, Safeer Group, Megamart, Al Maya Hypermarket, Carrefour and etc.
- Prepares payment for Suppliers, Eppco, Sewa, Etisalat Bill and Credit Cards of the company.
- Prepare necessary documents needed by the accountant for encoding.
- Handling and screening phone calls.
- Conducting research on the internet.
- Screening CV's and conduct preliminary interview to applicants.
- Perform general clerical duties to include, but not limited to, copying, faxing, mailing and filing.
- Supervise maintenance and cleanliness of office.
- Maintains Data Base of Purchase Order

Receptionist/Secretary/Office Staff/ Purchasing Staff/ Encoder
McPhar Geoservices (Phils.),Inc.

April 2000 –October 30, 2010
Makati City, Manila, Philippines

- Canvass, Purchase and follow-up Orders
- Prepares quotation
- Prepare minutes of meeting
- Encodes Data
- Handling phone calls
- Filing records and other correspondence
- Entertains and attends to the needs of the clients, my boss (Our Laboratory Manager) and co-employees.
- Bills and Prepare Invoices
- Back-up computer files to daily back-up everyday and to offsite every Friday.
- Checks and send daily reports to the client either by fax or e-mail depending to the request of the client(s).
- Responsible for the following monthly reports:
 - Provisionary Receipts versus Invoices
 - Summary of Monthly purchase Orders
 - Status of Pulp, coarse and fine rejects

Student Assistant (Computer Room Assistant)
Western Institute of Technology

June 1998 –March 2000
Iloilo City, Philippines

- Assist students to operate computers especially during class hours.
- See to it that the computers are clean and functioning very well.
- Maintain cleanliness inside the computer room.

Student Assistant (Library Assistant)
Western Institute of Technology

June 1995 – April 1998
Iloilo City, Philippines

- Assist students with the books they needed.
- Return the books to their proper places.
- Maintain cleanliness and orderliness in the library.
- Semi-annual inventory of books.
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COMPUTER BACKGROUND

- Expertise in the following computer applications:
- Microsoft office such as Excel, Word, Access, Power Point, Internet Browsing, Electronic Mail, Outlook and AutoCAD.

SKILLS

- Computer Literate
- Knows how to drive car and motorcycle
- Cooking

MACHINES THAT I CAN OPERATE

- Fax
- Computer
- Printer
- Photocopier
- Shredder
- Scanner

EDUCATION

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|---|--|
| Cache Level 2 Certificate for the Children and Young People’s Workforce (England) (QCF) Early Years Educational Services | 2014-2015 <i>Dubai, United Arab of Emirates</i> |
| Bachelor of Science in Computer Engineering Western Institute of Technology | 1995-2000 <i>Iloilo City, Philippines</i> |
| High School Santa Maria Catholic School | 1991 - 1995 <i>Iloilo City, Philippines</i> |
| Elementary Santa Maria Catholic School | 1985 - 1991 <i>Iloilo City, Philippines</i> |

TRAININGS AND SEMINARS ATTENDED

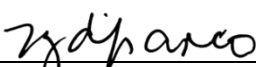
| <u>COURSE/TOPICS</u> | <u>CONDUCTED BY:</u> | <u>DATE</u> |
|---|--|-------------------------|
| Pediatric Emergency First Aid | The Perfect Help, Dubai, U.A.E. | April 19, 2014 |
| Seminar on ISO/IEC 17025:2005 The Standard for Laboratory Competence | Department of Trade and Industry Philippine Trade Training Center | February 11, 2010 |
| Seminar on Effective Purchasing | Department of Trade and Industry Philippine Trade Training Center | September 17-18, 2009 |
| Seminar on – Effective Internal Auditing to ISO 9001:2000 | McPhar Geoservices (Phil.) Inc. | March 15, 2007 |
| Seminar on – Customer Satisfaction | McPhar Geoservice (Phil.) Inc. | March 07, 2007 |
| Peso Value | McPhar Geoservices (Phil.) Inc. | Nov. 07-11, 2005 |
| Analytical Method | McPhar Geoservices (Phil.) Inc. | September 09, 2005 |
| Purchasing | McPhar Geoservices (Phil.) Inc. | April 18-22, 2005 |
| Sending results by Email | McPhar Geoservices (Phil.) Inc. | January 10-14, 2005 |
| Invoicing | McPhar Geoservices (Phil.) Inc. | Nov. 29–Dec. 3, 2004 |
| Checking | McPhar Geoservices (Phil.) Inc. | Nov. 3-10, 2004 |
| Logging, Encoding | McPhar Geoservices (Phil.) Inc. | Oct. 25-29, 2004 |
| Filing | McPhar Geoservices (Phil.) Inc. | Sept. 13-17, 2004 |
| Computer Maintenance and Servicing | Technical Education and Skills Development, Authority | Jan. 15 – Feb. 22, 2000 |
| Total Quality Management | Western Institute of Technology | March 3, 1998 |

PERSONAL INFORMATION

Citizenship : Filipino
Civil Status : Married
Spouse Name : Matthew P. Franco
Visa Status : Husband’s Visa
Passport : P6476063B

PROFESSIONAL CREDENTIALS AND REFERENCES AVAILABLE UPON REQUEST

I hereby certify that the above informations are true and correct.



NOVA JOY D. FRANCO