

## JORGENIMIE CABA ARSOLON

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### Profile Summary

Dynamic management professional with flair for accounting, administration, client relations and customer service holding more than 8 years of diversified industry experiences and worked with top level executives. Track record of exceeding performance and customer service needs goals, with proven ability to meeting deadlines, effectively prioritizing and handling multiple tasks and provide prompt services, relationship building, and performing well under work pressure. Motivated to explore and broaden gained skills, experience and expertise. To have a job that would enable me to use my talent and skills as well as contribute to organization's goals and which would provide excellent opportunities for career advancement and personal growth.

### CAREER DETAILS

#### **The Cohen International Group (TCIG Ltd)**

[www.tcig.co](http://www.tcig.co)

March 2, 2013 — Present

Seef District, Bahrain

#### **Position: HR & Finance Head**

Specific Duties and Responsibilities:

#### **Human Resource**

- To maintain and update records of all full or part time staff employed with the institute including personal details, medical alerts, family contact details, previous employment, education, training and all other data necessary for the completeness of personnel files and to keep such data and files confidential and securely locked.
- To register and complete all necessary formalities to comply with relevant labor, immigration and social security authorities in respect of all personnel employed by the Institute
- To receive all applications for leave and/or absence and process them in a timely manner and in accordance with the Institute's policy.
- To monitor daily attendance and maintain records of all leaves, absences, sick leave, temporary absence from the office, attendances and other leave entitlements.
- To calculate all wages and salaries including incentives, allowances and allowances and prepare the pay slip for all full time staff on a monthly basis.
- To process salary and incentives payments to ensure that staff receive their dues in a timely manner.
- To maintain records of all salaries, emoluments, allowances and bonuses paid.
- To assist the CEO with all matters relating to human resources including appraisals, training, professional development and matters arising.

- To maintain records of all freelance trainers and/ or service providers including their profiles, competencies, personal data, agreed rates of payment, assignments, payment history and all other data necessary to ensure a first class working relationship with such internal customers.
- Development and implementation of HR policies and procedures to meet the needs of the business
- Supporting Managers in all areas of performance management, absence management, disciplinary and grievance
- Recruitment, selection and retention of employees up to senior level
- Developing employee relations through effective communication, participation and involvement

## **Finance**

- Petty cash administration
- Maintaining the financial, administrative, and accounting function of the Institute so as to ensure that the Institute's finances are sustained in a timely and accurate manner.
- Maintaining and supervise the billing, debtor's ledger statements and collection and cash management from the Institute's departments.
- Maintaining and implementing credit control procedures
- Maintaining and supervising the creditor's ledger, system of purchase orders, payments to suppliers and vendors and reconciliation of statements.
- Reconciliation of bank statements, maintaining security and deposits of money and issuing cheques.
- Maintaining and reconciling the general Ledger, accruals, capital, profit and loss account and depreciation.
- Assist in preparation of monthly management accounts and cash flow statements in a timely and accurate manner
- Preparing and assisting the company's auditors (Internal & External)
- Maintaining the Company's fixed assets register accurately

## **Taaheel Physiotherapy Complex**

March 31, 2009 – February 28, 2013

Zinj, Manama Bahrain

### **Position: Admin & Accounts Assistant**

#### **Specific Duties and Responsibilities:**

- Politely greeting patients and visitors to the centre.
- Arrange appointments for patient's physiotherapy sessions.
- Explain to patients their treatment programs and costs.
- Answered, screened and directed inbound phone calls.
- Dealing with all patients request and queries in an efficient and courteous manner.
- Prepare Physiotherapy reports and quotations.
- Organize patient insurance claim.
- Received payments by cash, card or cheque from patients.
- Received and sorted email and electronic deliveries.
- Performed basic customer service practices.
- Daily medical sales report to accounts department.
- Contributes to team effort by accomplishing related results as needed.

## **Alia Flower Shop**

December 18, 2008 – March 30, 2009

Adliyah, Manama Bahrain

### **Position : Sales Representative / Cashier**

Specific Duties and Responsibilities:

- Managed florist shop activities in areas of sales, customer service, and cashiering and store maintenance.

**Duracon Construction and Development Corporation**

August 21, 2007 – October 16, 2008

No. 29-J Pres. Quirino St. Corner  
Pres. Osmena St. Villa Aurora Village  
Mabolo, Cebu City, Philippines

**Position: Accounts Receivable Clerk**

Specific Duties and Responsibilities:

- Prepares billings to construction clients.
- Prepares monthly billings to affiliated companies.
- Provides a schedule of billings/receivables to collection section-Treasury.
- Records the journal entries for recognition of revenue and receivables in the period earned.
- Submits weekly reports on the receivables of the company.
- Records the journal entries for the collections of accounts receivable.
- Reconciles actual and general ledger balances of the various receivable accounts.
- Performs other tasks reasonably requested by immediate supervisor or by management.

**Triplewell Construction Corporation**

October 30, 2006 – August 21, 2007

335 Domingo Aves Compound,  
San Antonio Village, V. Rama Avenue  
Calamba, Cebu City, Philippines

**Position: Accounting Clerk**

Specific Duties & Responsibilities:

- Coordination with government institution for branch licensing, permits and taxes.
- Recording/Encoding of branch office & project expenses
- Preparation of check disbursement of the branch
- Preparation and facilitation of letter billings for collection from clients
- Bank transaction for deposit/withdrawal of funds
- Preparation of payroll documentation

**June 2006 – September 2006 On-the-Job Trainee**

Cebu City Hall  
Cash Receipts Division

**June 2003 – October 2006**

**Working Scholar / Administrative**

University of Cebu-Maritime Education and Training Center  
Alumnos, Mambaling, Cebu City

## EDUCATIONAL ATTAINMENT

Degree: Bachelor of Science in Commerce Major in Management Accounting  
University of Cebu-Main Campus  
Sanciangko Street, Cebu City, Philippines  
June 2003 – October 2006

Secondary: Don Sergio Osmena Sr. Memorial National High School  
Balaga Drive, Labangon, Cebu City, Philippines  
Award: 2nd Honor  
June 1999 – March 2003

Primary: Labangon Bliss Elementary School  
Balaga Drive, Labangon, Cebu City, Philippines  
June 1993– March 1999

## TRAINING/SEMINARS ATTENDED

- October 1, 2005  
**Business Correspondence Seminar**  
University of Cebu
- October 11, 2006  
**Livelihood Seminar**  
University of Cebu
- October 12, 2006  
**Basic Leadership Seminar**  
University of Cebu

## SKILLS

- Knowledge of MS office and the operation of standard office equipment.
- Ability to handle several situations at once with confidence.
- Flexibility and adaptability
- Organizing and planning skills
- Attention to detail
- Stress tolerant

## PERSONAL DATA

Birth date : April 11, 1986  
Birth place : Iligan City, Philippines  
Age : 29  
Status : Married  
Religion : Christian  
Nationality : Filipino  
Language Spoken: English, Tagalog & Bisaya