



EDNA RON MARILLA

CONTACT

@ ednabh2016@gmail.com

+97338028100

Gudaibiya

SKILLS

Payroll Processing (WPS)

LMRA, GOSI & SIJILAT Processing.

Attention to detail & accuracy.

Ability to maintain confidentiality of records and information.

Administrative and clerical support.

PERSONAL DETAILS

Date of Birth : 25/05/1985

Nationality : Filipino

OBJECTIVE

Detail-oriented accountant with over 5 years of experience in accounting, payroll processing and administrative operations. Proven ability to manage full office operations independently, maintain accurate financial records and support efficient business operations. Seeking a role where I can contribute and grow professionally.

EXPERIENCE

MARINA DOCUMENTS CLEARANCE

July 2021 - Present

Accountant

- Solely responsible for managing all office operations.
- Manage LMRA EMS portal including employee work permits, renewals, transfer and terminations.
- Process monthly payroll for 70+ employees using Wage Protection System (WPS).
- Handle client inquiries, phone calls, and administrative tasks.
- Prepare and process visa-related contracts and documentation.
- Monitor and process monthly bills including telephone, electricity, GOSI and other expenses.
- Collect and track rental payments from tenants.

AFAAQ ALFAJER CONSTRUCTION

September 2020 - May 2021

Secretary

- Performed administrative and clerical tasks to support daily operations.
- Maintained accurate daily sales transaction records.
- Reconciled monthly sales report.
- Prepared and processed employee salaries, allowances and deductions.

INJAZ MANPOWER BAHRAIN

October 2016 - August 2020

Secretary

- Performed full-cycle process of recruiting, interviewing, negotiating and hiring candidates.
- Managed the documentation process in Philippine Embassy Bahrain.
- Handled LMRA and GOSi process.
- Prepared VAT payment quarterly.
- Maintained accurate employee records and documentation.

RICHLAND INT'L MANPOWER (PHILIPPINES)

April 2014 - September 2016

Recruitment Staff

- Sourced and screened qualified applicants for overseas employment.
- Executed job offer employment contract for deployed workers.

Cablelink & Holdings Corp (Philippines)

June 2006 - January 2014

Treasury Assistant

- Managed daily cash collections including checks, credit cards and automatic debits.
- Monitored and scheduled the releasing of payments to all payables by cash, check and foreign remittances.
- Accounted and consolidated all payments from payment centers.
- Reconciled monthly statements, invoices and expense accounts keeping the records accurate and current.
- Bank reconciliation.



EDUCATION

Saint Paul School of Professional Studies

2000-2005

Bachelor of Science in Commerce (Accounting)

Filipino Institute Bahrain

2019

HR and Admin Basic
Short course