

VILMA GUTIERREZ von GRABOWSKI

**2003 Pacific Coast Plaza Condominium, Tambo, Paranaque City,
Philippines**

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OBJECTIVE

To be able to share my skills, knowledge and experience that will contribute to the growth of the company as well as my personal stability.

PERSONAL DATA

Age : 53 years old
Place of Birth : Manila, Philippines
BirthDate : August 04, 1958
Sex : Female
Civil Status : Widow
Height : 5'
Weight : 105 LBS
Religion : Roman Catholic
Nationality : Filipino
Father : Aurelio D. Gutierrez, Sr. (deceased)
Mother : Leonor C. Gutierrez
Special Skills : Computer Literate

EDUCATIONAL BACKGROUND

Bachelor of Science in Business Administration – Management, Year Graduated March 1980
UNIVERSITY OF THE EAST, Claro M. Recto Avenue, Manila

WORK EXPERIENCES

EURO ADVANCE SOLUTIONS & SYSTEMS, INC. - Finance Manager
Importer/Industrial Trading April 2006 – Feb 28, 2011

JOB DESCRIPTION

- In General, the work involves overall control of all financial transactions, i.e. Daily monitoring of Cash Report; Accounts Payables; Accounts Receivables; Commission Statements; Payroll Preparation; SSS, Withholding Taxes and Philhealth Remittances;
- Monitoring of Incoming shipments from Germany and China;
- In Charge of all Bank transactions;
- Attend to the needs of Sales Specialist with regards to product information.
- Coordinating with our German Suppliers from Germany for the confirmation of orders and payments made.

PHILIPPINE ENVIRONMENTAL & TECHNOLOGICAL SYSTEMS & SERVICES,

INC. Importer/ Environmental Safety Products

- Account Executive

May 2003 – March 2006

JOB DESCRIPTION

- The work involves promoting and selling of environmental safety products for oil and Chemical spills.

R. a. T. PHILIPPINES, INC.

Importer/ Industrial Trading

- Account Executive

January 1999 – April 2003

JOB DESCRIPTION

- Responsible of promoting and selling of Sealing devices in Industrial plants in which we are the sole distributor of R. a. T. Germany. We are trained by a German International Manager to supply and provide innovative, environmental friendly and cost effective sealing solutions, preventive maintenance products, equipments and services.

PHILIPPINE PACKING & SEALS CORPORATION

- Account Executive

October 1986 - December 1998

JOB DESCRIPTION

- The Work involves promoting and selling of Sealing devices and preventive maintenance products in industrial plants.

PHILIPPINE NATIONAL CONSTRUCTION CORP.

- Secretary to the Senior Mgr.

May 1980 – Sep 1986

JOB DESCRIPTION

- The work involves recording, filing and typing of correspondences and financial reports; Handle Telephone calls/Inquiries

- Computerization of monthly reports, payments made during the month, company receivables, encumbered (properties) assets.

- Schedule and Summarizing of Purchase orders;

- Preparation of Letter of Credit (LC) Applications, trust receipts;

- Consolidation of monthly payables and Receivables;

- Summarizing of monthly amortization.

- Updates files and maintains pertinent and confidential documents/ reports

- Maintains calendar and arrange appointments and meetings.

- Provides Secretarial support to other sections/ departments, coordinates for proper implementation of actions taken.

- Follow up superior's initiated action.