

MARIA CHRISTINA H. MAYNES

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CAREER OBJECTIVE

My primary career objective is to help the organization succeed in its respective industry to the best of my skills and abilities by consistently providing efficient, effective and results-oriented administrative, executive support and human resources deliverables in a culturally diverse and highly dynamic work environment whether in a corporate, industrial, government or non-profit, local or global organization.

EDUCATIONAL BACKGROUND

Tertiary: De La Salle University -
Dasmariñas Dasmariñas, Cavite
BS Business Administration Major in Business Management
June 2003 – March 2007

Secondary: Woodridge College
Soldiers Hills IV, Molino 3, Bacoor
Cavite June 1999 – March 2003

Primary: Woodridge College
Soldiers Hills IV, Molino 3, Bacoor
Cavite June 1993 – March 1999

ON THE JOB TRAINING

Metropolitan Bank and Trust Company
Molino-Bacoor Cavite Branch
Clearing and New Accounts Section
November 07, 2006 – February 08, 2007

ELIGIBILITY

**CIVIL SERVICE ELIGIBILITY – PROFESSIONAL
Paper and Pencil Test
July 26, 2009
City of Trece Martires, Province of Cavite**

WORK EXPERIENCE

**March 08, 2021 - Present
Revenue Officer I (Compliance)
Bureau of Internal Revenue
BIR Revenue District Office No. 52 Parañaque City**

Summary of Actual Duties

- Investigates and collects individual and business taxes.
 - Secures delinquent tax returns from individuals or business firms according to prescribed laws regulations.
 - Interviews taxpayers and collects business and financial information.
 - Determines if taxpayers can pay the tax dues and creates tax payment plans.
 - Investigates delinquent tax cases referred by agency investigators and leads.
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**June 22, 2020 – February 28, 2021
Human Resources Supervisor
Juancho S. Ong & Co., CPAs**

Summary of Actual Duties

- Enhances the organization's human resources by planning, implementing, and evaluating employee relations and human resources policies, programs, and practices.
- Maintains the work structure by updating job requirements and job descriptions for all positions.
- Supports organization staff by establishing a recruiting, testing, and interviewing program; counseling managers on candidate selection; conducting and analyzing exit interviews; and recommending changes.

- Prepares employees for assignments by establishing and conducting orientation and training programs.
- Coaches both employees and the management to uphold the company's priorities and values and thinks strategically to align HR strategy with business goals and provide support on special projects.
- Verifies that all new employees complete the necessary paperwork to in compliance with government and company mandates, rules and regulations.
- Implements employee benefits programs and informs employees of benefits by studying and assessing benefit needs and trends; recommending benefit programs to management and directing the processing of benefit claims;
- Enforces management guidelines by preparing, updating, and recommending human resource policies and procedures.
- Retains historical human resource records by designing a filing and retrieval system and keeping past and current records.
- Completes human resource operational requirements by scheduling and assigning employees and following up on work results

May 12, 2014 – May 30, 2016
Employee Relations Associate - Human Resources Group
SyCip, Gorres, Velayo & Co.

Summary of Actual Duties

- Administered the daily operations of the SGV Alumni Center which is under both the Human Resources and Marketing Divisions of the Firm.
- Performed maintenance and updating of the Alumni Databases and Mailing Lists.
- Performed events organization for SGV Human Resources, SGV Alumni-related events, particularly the annual SGV Alumni Homecoming and the SGV Staff Anniversary (attendance, registration, communications, logistics, souvenirs, etc.)
- Performed processing of resigned and retired employees' clearance forms and exit interview forms.
- Responded to email requests and queries of resigned and retired staff (e.g. final pay release, certificate of employment, posting and updating of government and statutory employee contributions, alumni death notices, etc.)

November 12, 2012 – March 13, 2013
Administrative Assistant - Internal Audit Division
Security Bank Corporation

Summary of Actual Duties

- Generated banking transaction reports from the Bank's branches scheduled for audit through the CAATS system and sent the reports to the assigned audit teams.
 - Prepared and sent audit engagement letters and relevant email notifications and other branch operational requirements to the branch managers and region heads of local and domestic branches scheduled for general, special and interim audit.
 - Prepared requisition of the department's office supplies and performs other administrative and clerical duties and responsibilities as directed by the Bank's Chief Audit Executive, Internal Audit Directors, VPs, Managers and Audit Staff.
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December 13, 2010 – September 17, 2012
Executive Assistant - Tax Advisory and Compliance Division
Punongbayan and Araullo

Summary of Actual Duties

- Performed professional and personal, administrative and executive support duties and responsibilities for the Firm's Tax Division Head, Partners, Directors, and Managers who are expert and professional corporate taxation CPAs and lawyers.
- Served as the Division's lead Executive Assistant as well as the centralized financials in-charge for the billing, collection and production report preparation relative to the periodic earnings of corporate taxation incurred from charging of professional services fees.
- Coordinated with the Firm's Accounting Division in processing the billing invoices and remittance of collection payments by the Tax Division engagement teams and regularly monitored the aging of accounts receivables generated from individual and multiple client accounts in order to expedite, facilitate and process the payments for availed tax consulting and tax compliance professional services.

Office Staff – General Administration
EBH Insurance Agency, Inc.
July 1, 2007 – December 1, 2010

Summary of Actual Duties

- Performed non-life insurance policy issuance and processing of insurance claims, followed-up and monitored the status of non-life insurance claims by coordinating with both local and domestic non-life insurance brokers as well as non-life insurance companies, followed-up client remittances of non-life insurance payments, collected non-life insurance premium payments from clients

CHARACTER REFERENCES

Available upon request.

WAIVER

I hereby affirm that the above information is true to the best of my knowledge.

Maria Christina H. Maynes
