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**ARMELYN**

**ARMELYN.244400@2freemail.com**

Dear Sir/Madam,

I am writing to express my interest in applying for a position that would best suit my qualification. Please find attached herewith my CV / resume for your review and consideration.  I am confident that I will be an asset to your organization for the following reasons:

* I am a graduate of Bachelor of Science - Major in Accountancy from De La Salle University - Philippines.
* I have 5 years experience as Managerial Position Company in Dubai United Arab Emirates.
* I have 5 years’ experience as Receivable Accountant/Administrator in an International Company in Dubai, United Arab Emirates.
* I have 7 years’ experience as Accounting Payables and Receivables in-charge, Company Cashier, Executive Secretary, Sales Coordinator, Receptionist and Human Resources Dept. Staff (HRD) in multinational shipping Company lines and Logistic/freight forwarding company.
* I am dedicated and hardworking person who believes in teamwork

and productiveness;

* I am consistently rated with highly satisfactory working performance.

I am looking forward to hearing from you soon to explore any mutually beneficial opportunities.

**OBJECTIVE**:

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To take a challenging position in which my knowledge, capabilities, skill and abilities to deal with different levels of people, that can be used to contribute in achieving the company’s vision and goals effectively and efficiently, in addition to deliver a high level quality of services to our clients.

**HIGHLIGHTS OF QUALIFACATION**

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* Knowledgeable in Peachtree and Quick book Complete Accounting, Internet, Microsoft Words, Excel, PowerPoint, Tele Marketing, Secretarial works,
* Reliable, flexible and can easily adapt to any working environment, can work under pressure with minimum supervision, can easily work as a team and make good working relationship with co-employees.
* Responsible, Hardworking, Trustworthy and have enthusiasm to serve the company.

**Education Details**

Bachelor of Science in Accountancy (De La Salle University – Philippines)

**Language Skills**

English – Read, Speak and Write

Tagalog – Read, Speak and Write

**Personal Data**

* Nationality : Filipino
* Sex : Female
* Date of Birth : July 15, 1972
* Height : 5’2
* Nationality : Filipino
* Visa Status : Residence Visa – Company Partner Visa
* Driving License : Yes

## **WORK EXPERIENCES**

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April 2010 to Present SOUTHWEST **MAINTENANCE & CLEANING LLC** (Dutch Company) Dubai, UAE

***GENERAL MANAGER***

 Managing the staff, Marketing, Finance strategies and Operations.

Feb 2010 to April 2010 **ZAATAR MINIMART (**British Company**)** Dubai, UAE

***ACCOUNTANT***

* Responsible monitoring of bookkeeping, cost of goods sold, inventory stocks items, daily cash

May 2005 to Jan. 2010 **HOWDRA MAINTENANCE & CLEANING LLC** (British Company) Dubai, UAE

***ACCOUNTANT RECEIVABLE /ADMINISTRATOR***

* Responsible monitoring account receivables and aging which is Private and Real Estate Clients.
* Responsible preparing invoices for private, one off clients and Real estate input onto the system Peachtree.
* Responsible input all the payments onto the Peachtree Complete Accounting systems.
* Keeping client’s database up to date.
* Manage the routine office management functions, attend phone calls, deal with clients and visitors and maintain corporate relations. Provide support to the management on executive level.
* Manage all the administrative duties efficiently including major and basic correspondence, office communication, entering data in the system and personnel matters.
* Sort out all incoming/outgoing calls, mails and correspondence on the base of urgency, priority, confidentiality or routing to facilitate quick and efficient service to the concerned.
* Ensure that customer problems are handled professionally, effectively, maintained at a minimum level and resolved up to the highest level of customer satisfaction.
* Responsible a make major booking which are VIP’s clients for cleaning schedule.
* Supervise the real estate and private clients schedule for cleaning and change linens.
* Conducts training and orientation for housekeeping to the in-new coming staffs.
* Advising staff cleaning rotas for the villa & any broken facilities with staff accommodation.
* Arranging change new visit visa and airline tickets.
* Responsible in handling company’s petty cash.
* General Day to day as office Accountant/administrator

June 1998 – Oct. 7 2002 **OTTAWA FREIGHT CORP.** Manila, Philippines

***CASHIERS/ACCOUNT PAYABLES OFFICER***

***Duties & Responsibility for Account Payables Officer***

* Responsible in preparation of weekly/monthly accounts payables, aging reports.
* Responsible in preparation of monthly/quarterly of withholding taxes, value added tax to supplies. File the respective documents being processed properly stamped paid.
* Checking of monthly/quarterly schedule and remit to Social Security System, Home Development & Mutual Fund & Bureau of Internal Revenue.
* Checking of Petty Cash and revolving Fund disbursement and releasing check payments.
* Monitoring overdue account payables.
* Performs such others duties and function duly assigned by the superior.

####  Duties & Responsibility for Company Cashier

#### Responsible in handling company petty cash checks vouchers and revolving fund.

* Disbursement of Petty Cash and Revolving Fund.
* Responsible in preparing payroll and distribution of salaries to all employees.
* Responsible in issuance of official receipts from clients and preparing bank deposit.
* Responsible in preparing collection reports in a daily, weekly monthly basis.
* Responsible in preparing accounts receivables in a weekly, monthly and quarterly report.
* Monitoring in preparation of monthly/quarterly schedule and remit to Social Security System, Home Development & Mutual Fund & Bureau of Internal Revenue.
* Responsible in handling company petty cash checks vouchers and revolving fund.
* Performs such others duties and functions duly assigned by the superior.

June 1997 – May 1998 **PORT COQUITLAM DEVELOPMENT CORP-** Manila, Philippines

***IN – CHARGE OF ACCOUNT RECEIVBLES***

* Responsible in preparation billing to the respective clients.
* Responsible in preparation daily, weekly and monthly billing reports.
* Responsible in issuance of official receipts from clients and preparing bank deposit.
* Responsible in preparations of weekly and monthly account receivables and making a demand letter to the clients in overdue accounts.
* Responsible in preparing payroll for the driver and helper staff