****

**Gulfjobseeker.com CV No:256100**

E-mail: [gulfjobseeker@gmail.com](mailto:gulfjobseeker@gmail.com)

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SUMMARY OF QUALIFICATION:**

A Bachelor of Science in Accountancy graduate with over five years of UAE experience as a Secretary cum Accounts Assistant. A highly skilled professional with expertise in business operations, processes, and procedures. Proficient in management of Accounts Payable, Accounts Receivable, and Account Reconciliations. Exceptional office management skills, quick learner, able to analyze situations and provide innovative solutions.

**KEY PROFICIENCIES:**

* Hands-on knowledge of related accounting software (Tally)
* MS Office proficiency (Word, Excel, Outlook)
* Multitasking abilities
* Hardworking and dedicated to assigned task
* Writing and verbal communication skills
* Recording of accounting transactions
* Time management
* Highly trustworthy, discreet and ethical

**EDUCATIONAL BACKGROUND:**

Bachelor of Science in Accountancy

University of the East,

Graduated 2004

**WORK EXPERIENCES:**

AFRASIABI GENERAL TRADING LLC

Dubai, UAE

Secretary cum Accounts Assistant

September 2009- December 2015

* Answering telephone calls in a timely and efficient manner, transferring calls as necessary, and dealing with general enquiries
* Providing an efficient, effective, and confidential personal secretarial, accounting, and administrative support to the Managing Director
* Reviewing and disseminating incoming faxes and assisting with outgoing faxes as necessary
* Processing of Letter of Credit applications with the bank
* Writing and typing correspondence as required
* Ensuring the accuracy of the company's debits and credits
* Administering online banking functions
* Recording daily transactions for the petty cash and ensure that reconciliations are completed on a weekly basis
* Ordering and maintaining office supplies
* Coordinating the delivery and pick up of business-related documents through appropriate courier
* Preparing and posting accounting transactions on the system
* Monitoring all payables for payment
* Arranging orders with suppliers and ensuring that documentation is in order, with terms and conditions being clear
* Interacting with suppliers in case of delay in delivery of supplies, receipt of damaged or incorrect quantity of goods
* Reconciling delivery notes with the purchase orders
* Preparing documents such as Bill of Lading draft, Packing List and other documents needed to process the shipments
* Scheduling client appointments and maintaining confidential client files
* Interacting and negotiating with the logistics service providers regarding the freight cost
* Creating and maintaining the filing system
* Performing general clerical duties such as photocopying, scanning, faxing, and mailing

CORBRIDGE GROUP PHILIPPINES INC.

Quezon City, Philippines

Accounting Staff cum Receptionist

October 2006- August 2009

* Recording books of accounts and receipts of courier parcels
* Preparing the monthly sales report and following up settlement claims via email or telephone
* Preparing the incentives and commissions of the sales force
* Entertaining guests, clients, and associates in the business industry and provide excellent costumer service
* Making travel arrangements and reservations
* Monitoring the Accounts Receivable
* Performing general clerical duties such as photocopying, faxing and mailing
* Maintaining the office clean and organized

ISETANN DEPARTMENT STORE,INC.

Manila, Philippines

Accounting Staff

May 2004- June 2006

* Processing the check vouchers
* Recording books of accounts
* Preparing the daily sales report
* Providing the clients' billing statements

**PERSONAL INFORMATION:**

Date of Birth: June 14, 1982

Nationality: Filipino

Civil Status: Single

Language: Proficient in English and Filipino