

**CHARLOTTE**

**CHARLOTTE.339713@2freemail.com**

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***OBJECTIVES:***

To obtain a job within my chosen field that will allow me to use my education, skills

And past experiences in a way that is mutually beneficial to both myself and my employer

And allow for future growth and advancement.

***HIGHLIGHTS OF QUALIFICATION:***

* Demonstrate a high degree of initiative and good judgement.
* Highly flexible and more than willing to learn new skills.
* Supportive team worker, committed and responsible.
* Self motivated and fast learner.

***WORK EXPERIENCE:***

***YELLOW FLOWER TRADING CO. LLC***

Dubai, U.A.E.

**Accounts Assistant/Admin**

**(November 2015 – to present)**

**DUTIES AND RESPONSIBILITIES**:

* Handling and Checking of daily sales from the system for 5 shops and ensure that the End of the Day report is tally.
* Prepare daily sales report, weekly sales report and monthly sales report for the shops.
* Ensure that payment of DEWA, telephone and other expenses is paid on time.
* Handling Petty Cash.
* Doing weekly bank reconciliation
* Prepare payment voucher, Journal voucher and TR Journal voucher.
* Maintaining record of employees, checking who’s visa, labour card and emirates ID

Is expire then coordinate with the PRO

* Prepare monthly report of employees
* Document controller and ensure all files is in order.

***YELLOW FLOWER TRADING CO. LLC***

Dubai, U.A.E.

**Purchasing Officer**

**(February 2014 – October 2015)**

***DUTIES AND RESPONSIBILITIES:***

* Daily checking and maintaining records for all documents received for Local and Import shipment.
* Review all original documents received related to shipping and maintain schedule.
* Import clearance documents handling switch B/L, clarify ETA date of all documents registered as per records.
* Prepare and follow-up purchase orders for delivery in due time.
* Verification of suppliers bills to see that payment are made promptly.
* Dealing with suppliers regarding shortages, rejections for all goods received.
* Product tree and purchase records maintenance.
* Ensure that the deliveries of all goods are received within the stipulated period.
* Ensure that all claims due to shortages or any other discrepancies are settled promptly.
* Prepare purchase import for all the goods received.
* Prepare monthly report for all purchases made for the month.
* Prepare monthly report for salesman commission.
* Prepare weekly/monthly Target Achievement report.
* Prepare monthly area wise margin report.

***YELLOW FLOWER TRADING CO. LLC***

Dubai, U.A.E.

**Invoicing/Billing/Accounts Clerk**

**(February 2011 – January 2014)**

***DUTIES AND RESPONSIBILITIES:***

* Prepare invoices for Cash, Outdoor, Carrefour Local and Overseas Customer.
* Entering Sales Order of Carrefour Local Purchase order before making the Bill to achieve linking in the system.
* Prepare Sales Returns and Journal Voucher’s(DR/CR note) for any charges in every sale.
* Prepare Stock Transfer for all branches and answering Queries of Salesman/Warehouse In-Charge person for the availability of Stocks in the Focus System.
* Responsible for the Entering of the Sales of Retail shop in the system.
* Prepare monthly report of Stock transfer and Price List that will be distributed to all The Salesman.
* Checking invoices (Blue Copy) coming from Customer proof that they received the goods based to their receiving control list, if there is any discrepancy I prepare report for shortage and excess.
* Checking Pink Copies of Wholesale Cash Invoices against cash received from the

Customer if it is tally, if in case there is any discrepancy responsible to inform the concerned salesman.

* Checking customer ledger balance with bill wise analysis balance on monthly basis and preparing report if there is any discrepancy.
* Maintain records in organized and accurate manner to allow for timely retrieval.
* Provide courteous and timely responses to member and staff inquiries/ request.

***YELLOW FLOWER TRADING CO. LLC***

Dubai, U.A.E.

**RECEPTIONIST**

**( January 2008 – January 2011)**

***DUTIES AND RESPONSIBILITIES:***

* Meeting/Greeting and welcoming visitors politely
* Answering incoming telephone calls, dealing with such calls promptly in a professional manner, answering queries and Re-directing appropriate calls to other individuals or departments within or outside the establishment.
* Responsible to note down/ extending the import messages as soon as possible to the concerned employee if he/she is not present.
* General administrative duties including photocopying, filing, dispatching and accepting mails and couriers services (parcels)
* Prepare report of Daily LPO received with corresponding details
* Prepare Monthly Report for the Pending List of Invoices for all customers.

***PERSONAL INFORMATION:***

Gender : Female

Nationality : Filipino

Civil Status : Married

Religion : Roman Catholic

Visa Status : Residence Expire on February 24, 2017

 **(Can join immediately)**

**EDUCATION**

Bachelor of Science in Commerce – S/Y: 1993 - 1998

*I hereby certify that the above information stated are true and correct with my full knowledge.*