

C/o-Mobile: +971 505891826
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**Marie**

**PERSONAL SUMMARY**

 A career-driven individual who has various work experiences on Accounting and other cash flow environment. I have the ability and willingness to enhance my skills and profession for the development of the management and for professional growth. I am willing to acquire a more challenging position which I could apply my abilities, skills and experiences.

**UAE WORK EXPERIENCE**

**Sales Assistant / Cashier**

**Day to Day Discount Center LLC.**

**March 2014-PRESENT**

* Serving the customer at the counter
* Processing returns and refunds as per companies procedure
* Answering phone inquiries from customers
* Managing Cash and Payment system
* Working as part of a team and assisting colleagues when necessary
* Greet and treat customers in a friendly manner and assisting of what they want and needs without overbearing.

**PHILIPPINES WORK EXPERINCE**

**Senior Accounting Clerk**

**I Home Enterprise**

**April 2011- January 2014**

* Preparing sales reports for daily, monthly and quarterly. Direct reporting to finance manager.
* Responsible for budgeting petty cash expense for the office supplies, maintenance, transportation allowances and employees travel expenses.
* Credit and Debit card transaction in-charge, either for installments or straight payments. Follow-up payments and tracking client’s record.
* Preparing payroll reports every month for the staff and supervisors.

**KEY SKILLS AND COMPETENCES**

* Knowledge in Microsoft WORD, EXCEL, MS power point and other applications.
* Able to commit at short notice to overtime during busy periods
* Can handle multi-tasking and well organized
* Proactive and passionate attitude towards well job
* Ability to handle several situations at once confidence.
* Flexible and always well smartly dressed.

**PROFESSIONAL INTEREST**

* Sales Assistant
* Cashier
* Clerical and Administrative Support
* Accounting Assistant

**PERSONAL SKILLS**

* Can speak English well and basic Farsi language
* Computer Literate
* Basic Accounting
* Phone etiquette
* Positive Attitude
* Hardworking
* Flexible

**ACADEMIC QUALIFICATIONS**

**BUKIDNON STATE UNIVERSITY 2006-2010**

Bachelor of Science in Business Administration

Major in Banking and Finance

Minor on Microsoft/ Accounting/ Information technology

**Related Course Work**

On the Job-Training

**LOYOLA HIGH SCHOOL 2002-2006**

Secondary Level

Private Catholic School

**PERSONAL DATA**Date of Birth: July 14, 1990
Nationality: Filipino
Gender: Female
Marital Status: Single
Visa Status: Residence Working Visa **REFERENCES-
(Available upon request)

Cynthia MellanyArojo**Store Fashion Designer
Day to Day Discount Center LLC.

**Sheryl Cantones Mercado**Admin staff
Day to Day Discount Center

**“*The above mentioned detailed are true and correct to the best of my knowledge.”***