Charel

[Charel.341713@2freemail.com](mailto:Charel.341713@2freemail.com) **Career Objective:**

To obtain a position of responsibilities that utilizes my skills and experience and keen to work in an environment where I can enrich my knowledge.

**Professional Highlights:**

* Exceptionally creative with impressive organizational abilities and interpersonal skills
* Strong planning, coordinating and delegating capabilities.
* Excellent analytical and problem solving skills.
* Poised and confident in dealings with individuals at all levels.
* Excel in meeting objectives through use of independent action, prioritization, persistence, and leadership skills.
* Adapt quickly to diverse management and client styles.
* Excellent communication skills teamed with the ability to develop rapport with employees and peers.
* Recognized for dedication and the sire to go the extra mile.

**Work Experienced:**

**ARCHIVES CLERK**

**ROYAL LIMOUSINE BUS PASSENGER TRANSPORT**

**MARCH 2011 up to present**

* Receiving and processing all invoices, expense forms and requests for payment
* Managing petty cash transactions
* Balancing office budgets
* Supervising and monitoring the work staff
* Discussing problems with staff
* Resolve customer and student’s complaint by personal and telephone.
* Monitor and maintain office equipment
* Prepare correspondence and documents
* Deal with queries regarding transport information from the public and customers.
* Receive and sort mail and deliveries.
* Develop, maintain, and analyze budgets, preparing periodic reports that compare budgeted costs to actual costs.
* Prepare, examine, and analyze accounting records, financial statements, and other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards.
* Manage accounts software A l amen accounting system
* Prepare contract for customers
* Verifies entered customer and account data by reviewing, correcting, deleting, or re-entering data; combining data from both systems when account information is incomplete; purging files to eliminate duplication of data.
* Organize periodic renewal of Licenses,Arrange medical tests, passports, visa and other paper works such as Ministry of Labor, Immigration,Tasheel.

**Educational Attainment**:

**Secondary:**High School Graduate

Indangan National High School

**Davao City, Philippines**

**Vocational** /**Short Course: Advance Excel for accounting**

**Manual Accounting**

VISION INSTITUTE AJMAN, UAE

: **Graphic Designer**

:AL NASER INSTITUTE UMM AL QUWAIN, UAE

**Languages:**

* English
* Basic Arabic

**Strength & Skills:**

* Proficient in Ms word, Ms Excel, Ms PowerPoint, Accounting Software
* Available upon request
* Hardworking
* Have good human communication skills
* Computer literate.