Melissa jane

Birth Date: February 22, 1991 (26 years old)

Gender: Female

Nationality: Filipino

Visa Status: Husband’s Visa

E-mail: [melissajane.369524@2freemail.com](mailto:melissajane.369524@2freemail.com)

Target Job Title: Accounts Assistant

Employment Type: Full Time Employee

Target Monthly Salary: AED 4,000

Notice Period: Immediately

**Objective**

To obtain an entry level position within an organization that provides an atmosphere of mutual growth and benefits.

**Professional Summary**

An accounting staff with over a year of experience in an accounting firm. Filing, bookkeeping, preparing tax returns, inventory audit, maintaining petty cash fund among others are the basic duties and responsibilities.

**Skills**

* Attention to details
* Able to prioritize individual task according to deadlines
* Good communication skills
* Having a mathematical mind with good analytical skills
* IT skills including experience in Microsoft Office (Word, Excel, PowerPoint)
* Keen to learn and improve skills
* Trustworthy
* Self motivated

**Education**

Bachelor of Science in Accountancy/ 2011

National College of Science and Technology

Dasmariñas, Philippines

# Experience

# Ronaldo S. Barleta, CPA Consulting Firm

# Accounting Staff/ July 2014-April 2016

# Dasmariñas, Philippines