**Dear Human Resource Manager,**

Greetings!

Armed with determination to be part of your company, I would like to apply for any vacant position.

I am aware of your demand for competent, qualified and hardworking employees. I believe that my education and work experiences equip me for whatever my future job will require. I am very interested and eager to join your company. If given the chance, I can be part in your goal of giving excellent service to the public.

Enclosed herewith my Curriculum Vitae for your referral and evaluation.

I am very much willing to come for an interview at your most convenient time.

Thank you.

Sincerely yours,

**Katherine**

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| |  | | --- | | **Professional Objective**  To seek a position in a distinguished institution where I can further develop my skills and capabilities through training and experiences and maximize these through practice and application for the mutual benefit of the company and clients.  Personal Details  **Nationality :** Filipino  **Age :** 29 yrs. Old  **Gender :** Female  **Civil Status :** Single  **Religion :** Roman catholic  **Language :** Fluency in written and  spoken English is  essential.  Education  **Bachelor of Science in Nursing**  Saint Joseph Institute of Technology  Year Graduated : 06/2011  Butuan City, Agusan del Norte  Philippines, 8600  Trainings/Seminars   * **Nursing Student**   **On the Job Training**  *Agusan Del Norte Provincial Hospital*  *Butuan City, Philippines* | | |  | | --- | | Katherine  [Katherine.373164@2freemail.com](mailto:Katherine.373164@2freemail.com) | | **Summary** | | To provide administrative duties including general office duties, as well as working with a team to provide a high standard of admin duties.   With good telephone skills and the ability to deal with the general public on a daily basis, have a positive approach to customer care and be confident in communicating with members of the multidisciplinary team. |  |  | | --- | | **Work Experience** | | **Accounting Assistant**  **STARS ALUMINIUM AND GLASS COMPANY LLC**.  Industrial area 2, Sharjah UAE  06/2015 – 08/2017  ***Aluminum and Glass Manufacturer / Fabricator***  **Tasks/Achievements**   * A minimum of 2 years of related work experience in a similar position, responsible for finance, accounting and cash management. * **Experience in handling petty cash**.  **Accounts receivable -** Receives payments for goods and services and properly records the transactions.**Preparing Invoices:** To prepare invoices indicating the quantity and cost of products sold to specific customers, amount of sales tax charged and how payment should be made.**Recording Transactions:** Gather all paid invoices, checks sales receipts and credit card transactions and record into a computer-based ledger using specialized accounting software.**Making Deposits:** Depositing the funds into the business’s bank accounts and filing the deposit receipts. When a check bounces, initiates contact with the issuing customer to inform them of the situation and make alternative arrangements for payment.**Producing Statements**: Collaborate with other accounting professionals to prepare a variety of financial documents, including balance sheets and cash flow and profit and loss statements.**Accounts payable:**  Ensure that a company’s bills are paid on time and that the company is not overcharged for any service.Review invoices as well as check requests sort, organize and match bills and check demands.Set invoices up for payment procedure.Monitor company accounts to ensure payments to be up to date.  |  | | --- | | **Area of Expertise** |  Contacting creditors with questions or concerns about bills. |  * P**RIMARY HEALTH CARE** * Nurses plan and provide medical and nursing care to patients in hospital, at home or in other settings who are suffering from chronic or acute physical or mental ill health. * **Costumer Service** * Taking care of the customer's needs by providing and delivering professional, helpful, high quality service and assistance before, during, and after the customer's requirements are met. * **Petty Cash Management/Finance Officer** * Administers and processes all Petty Cash transactions. * Prepares Reimbursement Claims on a weekly basis. * Receives, issue receipts and deposits all cheques collected from external and internal clients. * Prepares vouchers related to various revenues and expenses. * **Purchasing Clerk** * Collate purchase order and purchase requisitions in order to order materials goods and supplies. * Send them to the suppliers * Review inventories and order as required. * Interact with suppliers on a day to day basis. * Review deliveries against the orders. * Track the status of any orders. * Ensure that any invoices are sent to accounts for payment. * Produce and maintain all reports. * **A high degree of computer literacy and demonstrated ability to integrate technology in the workplace.** * **Knowledge of ERP SOLUTIONS software and QuickBooks is an advantage.** |