April

[April.219556@2freemail.com](mailto:April.219556@2freemail.com)



**CAREER OBJECTIVES:**

To obtain a position wherein I canutilize my organizational and accounting skills in a people-oriented organization with a challenging environment and to maximize my secretarial skills and experience as well as my bookkeeping skills.

Position Applied: Account Assistant/ Admin Assistant/Receptionist

**SUMMARY OF QUALIFICATIONS**

* Certified Bookkeeper
* Accounting Technology – 3rd year level
* Knowhow to use Intuit QuickBooks
* Experienced Secretarial, Administration and Reception Jobs
* Excellent in English written and verbalcommunication
* Flexible and fast-learner, yet disciplined and detail oriented.
* Excellent in interpersonal skills
* IT Competency (MS Word, PowerPoint, and Excel)

**SYSTEM PROFICIENCY**

**Admin andAccountingWorks**

* Prepared and organized paperwork and other materials as needed for meetings, conferences, travel arrangements and expenses reports
* Worked on office computers and other equipment as needed – Printed reports and documents, and typed as needed.
* Assisted various departments in sorting out queries by providing them with accurate, correct information.
* Helped company employees with administrative issues on a regular basis.
* Performed general secretarial duties, including – meeting scheduling, appointment set up, faxing and mailing.
* Handled general requests for information and data.
* Handled delicate situations, such as – customer requests, special needs and complaints.
* Maintained a neat, tidy and pleasant appearance of the reception area.
* Answered and initiated calls, took and reported messages in a timely accurate fashion and received visitors and directed them wherever required.
* Maintaining up-to-date filing for different files needed by top management people.
* Handled daily data entries, income/sales reports, salesreceipts and bank account transactions.
* Coded payables/receivables, produced invoices and assisted in preparing monthly financial reports.
* Performed various routine adjustments to company documentations, records and logs.
* Double-checked accounting reports, verified invoices and various documents for accuracy.
* Balanceentries, organized documents, debits and credits.
* Prepared supporting documentation for auditing whenever customers or auditors required.

**EXPERIENCES:**

**April 2014 to Present**

**Position: Clerk**

Job Description:

* Admin Clerical Works to best support the Senior
* Analyzing monthly dues
* Answering phone calls and answer queries/Receiving visitors
* Organizing and maintaining files.
* Maintained front-desk areas clean,spacious, and presentable.
* Performed bookkeeping and accounting work such as Quarterly Financial Reports.

**May 2014 to Present**

**Home-Based Online English Teacher**

Job Description:

* Teach Japanese students English Language depending on their level (beginner, intermediate, and advance)

**June 2013 to November 2013**

**Secretary/Receptionist**

Job Description

* Attending calls and entertain clients/ inquiries
* Preparecustomer’s invoice& Supplier’s invoice
* Formatting Word documents
* Making PowerPoint Presentations

**Personal Information:**

Age: 24

DOB: 28-April-1990

Status: Single