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|  New_logo.gif**Whats app Mobile:+971504753686** **Gulfjobseeker.com CV No:259898**E-mail: gulfjobseeker@gmail.com**OBJECTIVE** *Motivated individual seeking an accounting position to utilize my knowledge and skills with an opportunity for career advancement and to contribute in company’s success***PERSONAL DATA**Age: 24 yrs. OldDate of Birth: November 06, 1991Civil Status: Single**SKILLS AND QUALIFICATIONS**Computer Literate: * MS Word
* MS Excel
* MS PowerPoint
* Outlook

Knowledgeable in Accounting System:* Tally
* Peachtree
* QuickBooks

Excellent in English,(verbal and written)Hard worker and fast – learnerCommitted in providing quality work**VISA STATUS**Visit Visa\*Can Join Immediately | **EDUCATIONAL ATTAINMENT***Bachelor of Science in Accountancy*Columban College, Inc. March 2012**WORK EXPERIENCE*****Cash Desk Clerk***ALFA EXCHANGE, Deira, Dubai27 Nov 2013 to 31 Dec 2015Awarded as *“EMPLOYEE OF THE YEAR 2014”** Buying and Selling Foreign Currencies
* Provides account services to customers by handling Cash Deposits and Withdrawals
* Receiving payments of Remittances
* Verify customers information through checking their Identifications and other required documents like visa and cash declaration paper
* Executes financial transactions in accordance with the company policies and procedures
* Balance currency in cash drawers at ends of shifts
* Attends seminars given by company and applying in daily operations

***General Accounting Clerk***LOVELY KAHAEL'S GROUP OF COMPANIES15 Oct 2012 to 25 Oct 2013* Preparing Daily and Monthly Sales Report
* Update, verify and maintain accounting journals and ledgers and other financial records
* Processing Accounts Payables and Accounts Receivables
* Performs filing and general administrative tasks
* Doing Weekly Inventory
* Monitoring Office Supplies
* Track and audit petty cash
* Monthly Bank Reconciliations
* Prepares Payroll

***Service Crew/ Local Store Marketing***MCDONALD’S, 17 May 2010 to 29 Mar 2012* Greeting customers, taking and assembling orders and receiving payments
* Checking equipment to ensure it is working efficiently
* Checking food and supplies stock and maintaining inventory
* Receiving and processing telephonic orders
* Managing inventory and completing relevant paperwork
* Handling Birthday Party Inquiries
* Hosting Birthday Parties

***Summer Hire***“Special Program for Employment of Students”Public Employment Service Office, Municipal Hall, Olongapo City, Philippines10 Apr to 08 May 2007 &02 Apr to 30 Apr 2008Received an *“OUTSTANDING PERFORMANCE* *RECOGNITION”** Performs filing and general administrative tasks
* Assisting Applicants

**SEMINARS & TRAININGS***Anti-Money Laundering & Combating the Financing of Terrorism,* LandMark Hotel, DubaiJune 06, 2014*Advanced Communications for International E-Business*, Columban College, Olongapo City, Philippines, June to October 2011*On-the-Job Training,* Land Bank of the Philippines, Olongapo, June – October 2011 |
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