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| New_logo.gif  **Whats app Mobile:+971504753686**  **Gulfjobseeker.com CV No:259898**  E-mail: [gulfjobseeker@gmail.com](mailto: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. Old  Date of Birth: November 06, 1991  Civil 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 – learner  Committed 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, Dubai  27 Nov 2013 to 31 Dec 2015  Awarded 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 COMPANIES  15 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, Philippines  10 Apr to 08 May 2007 &  02 Apr to 30 Apr 2008  Received an *“OUTSTANDING PERFORMANCE*  *RECOGNITION”*   * Performs filing and general administrative tasks * Assisting Applicants   **SEMINARS & TRAININGS**  *Anti-Money Laundering & Combating the Financing of Terrorism,* LandMark Hotel, Dubai  June 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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