

# KAREN MAY A. MONTERON

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Current Visa Status: Employment Visa



## PROFESSIONAL SUMMARY

Intelligent individual with a degree in Bachelor of Science in Accounting Technology. Extensive knowledge in business overall system developed in more than 5 years experience in various functions such as Accounts, Admin, Sales and Customer Service. Excellent handling and record keeping of monetary assets and strong interest to help achieve the organization's goal. Strong work ethics and integrity who applies good methodical approach and possess problem-solving skills

## SKILLS AND QUALIFICATIONS

- **Passed the National Certificate III in Bookkeeping**  
*Competency: Journalizing and Posting Transactions, Preparing Trial Balance and Financial Reports, Reviewing Internal Control and Performing Computer Operation*  
*Issued by Technical Education and Skills development Authority (TESDA, Philippines)*
- Proficient in **Microsoft Excel, Word, PowerPoint, Outlook;**
- Computer literate and can easily adapt to various Accounting system;
- Skilled in editing software's (music & video) such as Adobe Audition and Cyberlink PowerDirector
- Currently pursuing **Certification in Management Accounting (CMA)** in Abu Dhabi – Expected Completion: June 2020

## PROFESSIONAL EXPERIENCES

### Sales Coordinator cum Administrative Assistant

Al Huzafa Furniture, LLC

November 2017 – March 2020

Abu Dhabi, UAE

#### Sales Support Functions:

- Provide accurate product information such as prices, stocks availability, product description, delivery details as well as sales quotation - all used by sales executives in selling items to clients;
- Prepare Sales Order and Invoices.
- Collect necessary details (coordinate to other departments if needed) and suggest solution for Sale staff in case of complaints and some delivery problems;

#### Administrative Functions:

- Handle inquiries and coordinate issues to the concerned personnel via phone or emails;
- Send accurate Daily Sales Reports to Accounting Department and review daily invoices and payments to ensure that all the products, prices, order quantities are correct.
- Review daily delivery schedules to ensure that clients receive their items on time.
- Prepare and maintain overall branch sales report and sales staff performance to help store manager assess store performance;
- Send Monthly Staff Attendance Report to Human Resource Department for payroll purposes;
- Maintain all documents such as prices, product details, client's information, attendance and etc. in an organized manner.

**Cashiering Functions:**

- Responsible in keeping monetary instruments such as cash, visa receipts and cheques from client's payments, sales return, bills payments
- Manage company's petty cash fund;

**Stock control Function:**

- Handle and maintain store inventory and keep records for the items coming in and out of the showroom;
- Provide slow and fast-moving items reports used by management to adjust prices during sales promotions.
- Manage fitters and helpers on their daily showroom activities meet customers' needs.
- Responsible for overall showroom visualization, ensure price tags are placed with correct details and Designer plans are followed.

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**Front-Line Agent of Western Union**  
Universal Storefront Services Corporation

*March 2015 – August 2017*  
*Tagum City, Philippines*

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- Handle and manage Branch total Cash; Maintain cash availability during operation and ensure that the cash physical count is balance in the Icash System at all times.
- Buy and Sell various Foreign Currencies such as US dollar, UK pounds, Australian dollar, Kuwait dinar, Saudi riyal, Japanese yen, Korean won, Thailand baht and etc;
- Transact all services offered by **Wester Union** in accordance with WU policies and provide reports when needed following **AML (Anti Monetary Laundering)** rules and requirements.
- Keep day to day records of transactions (*Send Out, Pay Out, Quickpay, Transfer of money or equipment and foreign exchange*) and keeping all customer's information as confidential.
- Transact all services offered by **Bayad Center** (*an online payment center company attached to USSC which input payments from other agencies such as water and electric bills, Dragonpay, Social Security System, NBI clearance application payments, Airline tickets applied online, Credit Cards and many more*)
- Perform Airline Ticketing sales and services (Cebu Pacific, Philippines Airlines, Air Asia and etc.)

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**Accounting Clerk**  
Rhean Cycle Mart

*June 2014 – February 2015*  
*Tagum City, Philippines*

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- Serve as Staff buffer to relieve On-leave cashier and receptionist. Promoted to Head Office as Accounting Clerk after 2 months.
- Enter daily the sales receipts data in the system and run-down monthly reports used by management to determine stores monthly over-all sales and collections against its expense.
- Provide reports to store manager for its next month's sales quota and collection target.
- Provide inventory report of the store.
- Update customer's ledger to monitor on their payable balances and determine deficient accounts for items returned to the branch (**repo units**).
- Compute the remaining balances of the deficient accounts, to be used by the CEO to compute the new price of the Repo Units for resale.

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**EDUCATIONAL BACKGROUND**

**Bachelor of Science in Accounting Technology**  
Notre Dame of Kidapawan College

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## PERSONAL INFORMATION

Date of Birth	:	September 21, 1993
Gender	:	Female
Nationality	:	Filipino
Civil Status	:	Single