

# Alma Lulu

Al Satwa

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+971582063992

Age 27 years old

Birthday November 18, 1992

Sex Female

Religion Catholic

Nationality Filipino

Civil Status Single

## Work Experience

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### **Accountant**

Phenix Garuda Construction and Dev't Corp

September 2018 to October 2019

- Ensuring that the payment of invoices is completed within timely manner and in accordance with payment terms.
- Code, verify, and enter accounts payable into the system.
- Prepare and process accounts payable checks and other check request.
- Disburses Petty Cash and record entry.
- In-charged for the releasing of payment (Checks) to various supplier and subcon.
- Encode Journal Voucher in the accounting system monthly.
- Assist with audit preparations and end-of-year closings.
- Provided clerical support to accounting staff.

### **Secretary cum Accountant**

Sangsbeel Consultations DMCC - Dubai, AE

April 2015 to June 2018

UAE.

#### Job Responsibilities:

- Welcomes visitors by greeting them, in person or on the telephone; answering or referring inquiries
- Receiving and sorting daily mail/deliveries/couriers
- Collect and disburse funds from cash accounts, and keep records of collections and disbursements.
- Preparing Invoices, Payment Voucher and Receipt Voucher.
- Establish tables of accounts, and assign entries to proper accounts.
- Manage petty cash accounts.
- Operate office equipment such as fax machines, copiers, and phone systems, and use computers for spreadsheet, word processing, database management, and other applications.
- Preparing Income Statement, Balance sheet and Capital Statement.
- Processing License renewal, Visa application and other company matter in DMCC (DUBAI MULTI COMMODITIES CENTRE) system and over the counter.

### **Internal Audit Staff**

Regan Industrial Sales - Manila  
May 2013 to January 2015

Phils.

Job Responsibilities:

- Answer telephones and give information to callers, take messages, or transfer calls to appropriate individuals.
- Schedule and confirm appointments for clients, customers, or supervisors.
- Audit Sales Invoices, Delivery Receipt and other documents versus the system.

### **INTERN - Supply Section**

Department of Health CHD  
July 2012 to September 2012

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Pampanga, Phils

Job Responsibilities:

- Filing documents.
- Maintaining proper files, both for significant paper documents as well as for electronics
- Encoding
- Performing other duties as assigned

## Education

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### **BS in Accounting Technology**

University of the Assumption  
June 2009 to April 2013

## Skills

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Experienced in Accounting, Secretarial and Administrative., Functions well individually and as a team member, Proficient in Windows Office Applications (MS Word, MS Excel, MS PowerPoint), Hardworking and efficient, Can deal with work under pressure, Leadership Skills- proactive, has discipline to work toward vision, honest dealings, predictable reactions, and well-controlled emotions.