



26 years old



Sharjah, UAE



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sheinaglova@gmail.com

ACCOUNTANT SKILLS

- Microsoft Office Proficiency
- BOSS System
- MEZAN System
- Organized
- Filing and data archiving
- Time Management
- Role and Team Player

SHEINA JOY G. SOBREMONTTE

CAREER OBJECTIVE

To secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company. To further help my career and make your business more successful.

WORKING EXPERIENCE

**February 2019 to
Present Purchased
Assistant**

Ali Badr Sayegh Perfumes llc – Sharjah (UAE)

- Conducting and organizing administrative duties and activities including typing, filing, making phone calls & handling mail
- Handle all of the paperwork involved with purchasing and delivery of supplies and materials.
- Achieving the Best Possible Price
- Monitoring stock levels and identifying purchasing needs
- Tracking orders and ensuring timely delivery.
- Evaluate offers from vendors and negotiate better prices.
- Update internal databases with order details (dates, vendors, quantities, discounts)
- Follow up with suppliers, as needed, to confirm or change orders.

**August 2016 to January
2019 Cashier**

Al Neel Al Wataniya Tourism Agency – Sharjah (UAE)

- Maintained the billing system.
- Generated invoices and account statements.
- Performed account reconciliations.
- Maintained accounts receivable files and records.
- Resolved any irregularities or enquiries of the clients.
- Matched invoices to purchase orders or vouchers.
- Performed data entry.
- Reconciled bank statements with the general ledger.
- Maintained accounting records and filing documents.
- Assisted with the processing of accounts payable and accounts receivable.

EDUCATION

2013-2014

**BACHELOR OF SCIENCE IN
HOME ARTS AND
ENTREPRENEURSHIP**

Leyte Normal University,
Tacloban City, Philippines

PERSONAL INFORMATION

Date of Birth: November 19,
1993

Place of Birth: Philippines

Nationality: Filipino

Language: English/Tagalog

October 2015 – April 2015

Accountant Assistant

Al Ihsan Medical Centre – Ajman (UAE)

- Worked with spreadsheets, sales and purchase ledgers and journals.
- Calculated and checked payments, amounts and records are correct.
- Handled petty cash transactions.
- Created and updated expense reports.

July 2014- August 2015

Accounting Staff/ Customer Service Representative

Fil Products Service Television Incorporated

Tacloban City- (Philippines)

- Received and screened a high volume of internal and external communications including emails.
- Received, screened and routed incoming calls.
- Handled all incoming business and client requests for information.
- Communicated directly with customers by phone, electronically.
- Responded promptly and answered/resolved customer inquiries and complaints.
- Managed customers database accounts, performed customer verification and processed application, orders and request.
- Wrote and kept accurate records of discussion and correspondence with customer.
- Adjusted payments from the customers / subscribers.
- Maintained computer and physical filing systems from the subscribers and personnel.