

CARIZZA MENDOZA ABARQUEZ

Room 106 Adnan Khalifa Bldg. Al Rigga, Deira

Dubai, UAE

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OBJECTIVE

- To serve in an organization that will continue my learning and able to help with all my skills that can be applied for long term professional growth

PROFESSIONAL EXPERIENCE

NMK MIDDLE EAST FZCO

LIU-14, Dubai Silicon Oasis, 36154 - Dubai, UAE

Position: Receptionist/Personal Assistant (Business Development Manager) - August 12, 2017 - May 2, 2018

DUTIES AND RESPONSIBILITIES:

- Be pleasant and welcoming to everyone
- Attend and direct all incoming calls
- Schedule meetings and arrange flight bookings/hotel & accommodation for Business Development Manager
- Arrange flight bookings/hotel & accommodation for all the staff & guests for the different NMK Events
- Perform data entry of business cards, clients information and admin data
- Take minutes of Meetings that are run by the management
- Support the Orders team with Administration work
- Support the Accounts department with tasks given to you
- Support Sales team with leads given by Business Development Manager
- Give the utmost attention and service to clients and guests
- Guide incoming guests to appropriate team member

FOREVER LIVING PRODUCTS, FZE

Block 23-24 Dubai Airport Freezone Area Dubai, UAE

Position: Accounts Assistant (Treasury/Payables/Sales) - March 23, 2014 - May 20, 2017

DUTIES AND RESPONSIBILITIES:

- Official Custodian of Petty Cash Fund
- Encodes Replenishment of Petty Cash Fund of FZE and all FLP centers in **Smart Soft and SAP Business One System**
- Handles all transactions (FZE and centers) pertaining to collection
- Prepares replacement cheques for stale/cancelled distributor's bonus cheques

- Prepares summary of all cheques issued for submission to the Finance and Admin Department
- Preparation and submission of monthly reports for Bank Reconciliation, Collection Reports, Petty Cash Fund, Summary of Transportation Expense and Delivery Charges, Bank Spreadsheet and Replacement & Cancelled cheques and Other relevant reports.
- Preparation and submission of Schedule of Accrual and payments(with corresponding Journal Voucher by encoding in **SAP Business One System**)
- Preparation and submission of Schedule of Payment to Suppliers, Utilities & Electricity (with corresponding Payment Voucher & Journal Voucher by encoding in SAP Business One System)
- Preparing and printing of cheques for the Payment of the Suppliers, Utilities & Electricity
- Preparation and submission of Prepayments (Amortization - in the form of journal voucher such as prepaid sponsorship fee, prepaid insurance, prepaid taxes, prepaid rent & prepaid expenses by encoding in SAP Business One System)
- Preparation and submission of Accrual per center - in the form of Journal Voucher by encoding in SAP Business One System (Leave Salary, Air Passage & Gratuity)
- Prepares and encodes of Daily Sales/Collection (Cash,Cheque & Credit Card) of all centers
- Prepares and extract of Daily Sales in **AS 400 System**
- Monitors/coordinates with all FLP centers regarding Daily Sales/Collections and Cash Position Reports
- Prepares Daily Cash Position Reports of all FLP outlets

SEA GOLD SHIPPING LLC

Spectrum Bldg. B Block 4th Floor Rm. 409 Qud Metha, Dubai, UAE

Position: Secretary cum Accounts Assistant – August 1, 2013 – February 28, 2014

DUTIES AND RESPONSIBILITIES:

- Responsible for the proper way to organize and cleanliness of the office.
- Organizing business travel arrangements – flights and hotels.
- Monitoring and filing all receives and sends letters of the company.
- Reception duties and greeting Clients/Visitors.
- Set up and organize meetings and events.
- Knowledge on handling accounts such as preparing for the payment of suppliers, utilities & electricity
- Daily checking of emails.
- Preparing letters for Clients.

LEPANTO CERAMICS, INC.

Makiling, Calamba, City Laguna Philippines

Position: Accounts Receivable Staff - June 2011 – May 2013

DUTIES AND RESPONSIBILITIES:

- Checking of delivery listing per day.
- Processing of delivered sales order.
- Invoicing, Texting of discount per client or distributor.
- Processing of request approval delivery per distributor.

- Processing sales order per client as to cash before delivery and cash on discount.
- Issuing provincial receipt, Encoding and recording in BAAN system.
- Preparing collection analysis.
- Matching delivery receipt to sales invoices per day.
- On-time generation of billing documents and dispatching them within the allowable required time or target set-up by management.
- Preparing delivery approval exemption form.
- Receiving, Encoding of collections for different accounts. (Collection Accounting)
- Taking-up of credit/debit notes as to returns and breakages based on PDD submitted reports and price adjustment.
- Booking of various transactions such as offsetting of accounts, trucking charges and etc.
- Preparing Accounts Receivable schedules for Mancom.
- Close coordination and communication with the concerned clients and assigned Sales Officer or S & M personnel relative or pertaining to their accounts for on time collection of trade receivables and immediate resolution of issues.
- Keeping and maintenance of Credit and Collection accountable documents.

EDUCATIONAL ATTAINMENT

College : City of College of Calamba, Philippines

BACHELOR OF SCIENCE IN ACCOUNTANCY - 2010

Secondary : Saint John Colleges , Calamba City , Philippines – 2006

Primary : Crossing Elementary School – Calamba City, Philippines - 2002

SKILLS

- Knowledge in MS Excel and Word
- Knowledgeable in SAP BUSINESS ONE SYSTEM, AS400 & SMARTSOFT

LANGUAGES

- English & Filipino

PERSONAL DATA

Date of Birth: March 7, 1990

Marital Status: Married

Nationality: Filipino

Gender: Female

Visa Status: **Tourist Visa: Aug. 4 – Nov. 1, 2020**

References and certificates will be provided upon request.

I hereby certify that above mention information are true & correct.

CARIZZA M. ABARQUEZ

Applicant