



Aiza Marie Acedera

aizamariacedera24@gmail.com
+97155 661 4373
Cancelled Visa
Ajman, United Arab Emirates

Summary

To utilize the knowledge I procured in the field of my education and my experiences.

Education

Bulacan State University

Bachelor of Science in Mathematics major in Computer Science • Bulacan, Philippines

04/2010

Dr. Felipe De Jesus High School

Secondary Education • Bulacan, Philippines

04/2006

Barasoain Memorial Elementary School

Primary Education • Bulacan, Philippines

04/2002

Skills

- Knows Microsoft Office Software
- Self-motivation and integrity
- Teamworking ability
- Proficiency in computers
- A methodical approach and problem-solving skills
- Knows Tally Software
- Organizational skills and ability to manage deadlines
- Communication and interpersonal skills
- Analytical ability
- High level of numeracy

Experience

Shaghaf Supermarket

Cashier/Sales Associate • Sharjah, United Arab Emirates

02/2021 - 04/2021

DUTIES AND RESPONSIBILITIES:

- To assist customers in the in-store check-out process.
- Ringing up sales, bagging items, requesting price checks, honoring coupons, collecting payment and giving appropriate change

Empire Advertising and Interior Design

Assistant Accountant • Ajman, United Arab Emirates

07/2020 - 09/2020

DUTIES AND RESPONSIBILITIES:

ASSISTANT ACCOUNTANT DUTIES:

- Prepare invoices, receipts, and checks by entering details into a company's financial system.
- Update quotations and add new customer accounts.
- Maintaining current records of collected payments, sent invoices, and updated customer information.
- Generating purchase orders, invoices, and other financial documents.
- Communicate with vendors, clients, and other staff to resolve billing inaccuracies.
- Making quick and accurate math calculations.

- Interface with customers in a clear and pleasant way.
- Perform data entry using TALLY software.

HR ASSISTANT DUTIES:

- Scheduling appointments, maintaining records and information.
- Welcomes new employees to the organization.
- Provides payroll information by collecting time and attendance records.
- Submits employee data reports by assembling, preparing, and analyzing data.
- Maintains employee information by entering and updating employment and status-change data.
- Provides secretarial support by entering, formatting, and printing information.
- Organizes work.
- Answers the telephone and relays messages.
- Maintains quality service by following organization standards.

Al Fan Emirates Garments and Trading

Staff Member • Ajman, United Arab Emirates

05/2020 - 06/2020

DUTIES AND RESPONSIBILITIES:

- Greet customers at the store and provide them with information on their required products.
- Lead customers to desired shelves or aisles and assist them in locating products.
- Explain product features and benefits by performing demonstrations and answer any questions that customers may have.
- Provide information regarding prices and after-sales services and ways in which the latter can be obtained.
- Assist customers in making decisions regarding suitable purchases based on their specific likes.
- Lead customers through the payment process by assisting cashiers with discount information and markdowns.
- Oversee the cleanliness and replenishment of shelves.

Kidoos Entertainment L.L.C.

Assistant Accountant • Abu Dhabi, United Arab Emirates

06/2019 - 02/2020

DUTIES AND RESPONSIBILITIES:

- Greet the customers.
- Provide relevant information to playground guests.
- Assist with birthday party services.
- Explain Kidoos Entertainment play rules.
- Handle and enforce waiver policies.
- Complete sales transactions.
- Sell and disperse socks and snacks to patron.
- Stock front desk, janitorial supplies and concessions inventory.
- Playground cleaning, general maintenance and custodial duties as requested.
- Other duties, responsibilities and activities may change at any time with or without notice.

UnionBank of the Philippines

Bookkeeper/Office Administrator • Manila, Philippines

04/2018 - 09/2018

DUTIES AND RESPONSIBILITIES:**FOR BOOKING:**

- To handle set up and booking for mortgage loans.
- To handle accounts due for roll-over.
- To fill up and prints Promissory Note and Disclosure Statements.

FOR PAYMENT:

- To handle and apply loan payment.
- To handle reversal of returned checks.
- To prepare/monitor schedules.

IPromote People Enterprise Incorporated

Junior Billing and Payroll Officer • Manila, Philippines

11/2017 - 03/2018

DUTIES AND RESPONSIBILITIES:

- Perform daily payroll operations.
- Manage workflow to ensure all payroll transactions are processed accurately and timely.
- Understand proper taxation of employer paid benefits.
- Process correct garnishment calculations and compliance.
- Execute time and attendance processing and interface with payroll.

Country Builders Bank

Bookkeeper/Office Administrator • Manila, Philippines

04/2016 - 10/2016

DUTIES AND RESPONSIBILITIES:

- Receiving items from warehouses into the place of business.
- Documents each item's arrival and checks that he has received the proper quantity.
- Sorts and stores the supplies in a store room until they are needed in the office or on the showroom floor.
- Requisitioning additional supplies to keep the shelves stocked.
- Pick up and deliver supplies to other branches.
- Preparing items for mail or package delivery for other branches.
- Uses a computer, calculator and copy machine along with handheld devices used to track inventory.
- Have accounting responsibilities revolving around tracking shipping fees or purchase of supplies.

BLIMS Lifestyle Group Incorporated

Accounting Staff • Manila, Philippines

05/2014 - 10/2014

DUTIES AND RESPONSIBILITIES:

- Maintain Purchase Order Processing system.
- Manage company bank credit card applications and charges.
- Process Accounts Payable paperwork at completion of the check run.
- Prepare mailings and priority shipments for the Finance/Accounting Department.
- Perform such other accounting, financial, or administrative tasks as maybe required from time to time - quite often on short notice - by the Senior Accountant.

National Food Authority

Office Clerk • Manila, Philippines

02/2012 - 05/2012

DUTIES AND RESPONSIBILITIES:

- Receive incoming calls or other information that needs to get to the right people.
- Work closely with many people in the office and must speak clearly.
- Work with computers to create word processing documents, spreadsheets and input data.
- Speak with people outside the company, including potential clients.
- Performing data processing or writing letters or other documents, and keep our work free.
- Keeping organized and straight is important.

Languages

- English
- Tagalog