

**Carl Joseph A. Cabarlo, CFMP**

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# Career Objective:

I am seeking to work in a challenging environment where I can put my best efforts while providing the opportunity to apply my academics, skills and experience to reach the respective company’s goals and objectives.

# Qualifications:

* Proficient in Microsoft Dynamics 365
* Quick at learning new concepts and technologies and putting them to use.
* Ability to adapt different culture.
* Disciplined, fast learner, flexible, organized and can adapt multitasking activities.
* Accurate, excellent organizational skills, Confidentiality Planning and Time Management
* Proficient in (Word, PowerPoint and Excel)
* Willingness to work in a flexible schedule and high workload.

# Professional Experience:

**ACCOUNTANT**

UNION PROPERTIES PJSC, DUBAI UAE

(October 2019 to March 2021)

**Job Details:**

* Handling both the Accounts Receivable and Accounts Payable
* Deposit Cash/Cheques on a daily basis and pass necessary accounting entries.
* Timely invoicing of clients and suppliers invoices and ensuring accurate payment allocation.
* Verify all invoices for appropriate documentation and approval.
* Sending the verified invoices to the clients.
* Process payments accurately and as per agreed payment/credit terms/timelines.
* Attend to vendor inquiries regarding pending invoices and carryout vendor reconciliation when needed.
* Reconcile bank accounts on monthly basis and weekly monitoring of the same.
* Managing day to day financial transactions of the company.
* Prepare Projected & Actual Cash Flow Statements
* Managing the Invoice generation Operation & Credit Control.
* Handling the petty cash.
* Assist Accounting Manager/Finance manager in the closing and preparation of financial statements
* Maintain files/documents as per the company policy & procedures.
* Any other task assigned by the Finance Manager.

**OFFICE ASSISTANT**

SERVE U-UNION PROPERTIES, DUBAI UAE

(May 2018-September 30, 2019)

**Job Details:**

* Provide support to all staffs and assist them in their official duties
* Maintains office supplies by checking stock to determine inventory level.
* Prepare all the things needed in the meeting such as notebook and pen.
* Open, sort and distribute incoming correspondence.
* Perform data entry and scan documents.
* Answer calls from different departments regarding their inquiries.
* Prepare and modify documents including correspondence, reports, drafts, memos and emails.
* Provide general administrative and clerical support including mailing, scanning, faxing and copying to management.

**ADMINISTRATIVE ASSISTANT**

Budget Division Office, Department of Health Philippines

(January 2017-January 2018)

**Job Details:**

* Handling office tasks, such as filing, generating reports and presentations, setting up for meetings, and reordering supplies.
* Handling Petty Cash
* Provide general administrative and clerical support including mailing and scanning.
* Maintain electronic and hard copy filing system.
* Perform data entry and scan documents.
* Receiving and Releasing of documents from other departments.
* Prepare and modify documents including correspondence, reports, drafts, memos and emails.

# Trainings and Seminars Attended:

**INTERN IN BLOOMBERG**

Singapore

**FOREIGN EXCHANGE AND FIXED INCOME**

Bloomberg, Singapore

**EQUITIES & STOCK MARKETING**

Bloomberg, Singapore

**FUNDAMENTAL OF PRACTICAL INVESTING**

Bloomberg, Singapore

**ADVANCE TECHNICAL AND FUNDAMENTAL ANALYSIS**

Bloomberg, Singapore

**COMMODITY TRADING**

Bloomberg, Singapore

# Summary of Qualifications:

**Certified Financial Markets Professional (CFMP)**

Bloomberg, Singapore

# Educational Background:

**Bachelor of Science in Business Administration- Major in Financial Management (2017) Institute of Accounts, Business and Finance.**

Far Eastern University

Manila, Philippines

# Personal Information:

Date of Birth: September 22, 1996

Marital Status: Single

Visa Status: Employment Visa (Cancellation is under process)