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Deira, Dubai, UAE

LinkedIn

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SKILLS

Communication

Work Organization

Professionalism

Multitask

Flexibility

Resourcefulness

Editing & Proofreading

Office Administration
Procedures

Accuracy

Teamwork

LANGUAGES

English

Full Professional Proficiency

Filipino

Native or Bilingual Proficiency

ROBIE MAY M. AUDITOR

Assistant Accountant

Passionate and Dedicated to every job I am with. I work professionally and avoid personal things interfere my job. I love my work that I always look forward for the week to come and explore more about it. By profession I am a teacher but I have a big heart for numbers also. I have a vast experience in teaching for 10years in my country and over 6yrs in admin works. Experienced, energetic, cheerful and passionate human being.

WORK EXPERIENCE

Assistant Accountant

Rayt Al Mostqbal Electronics LLC

July 2022 - Present

Dubai, UAE

The company sell bulk orders of PSP 5 Sony Items.

Achievements/Tasks

- ▣ **Maintain company ledgers and daily financial transactions.** Create financial documents such as bills, invoices, pay-orders, payables, receivables and purchase orders. Identify discrepancies in ledgers and accounts, tracking them to the source and correcting them.
- Reconcile invoices and identify discrepancies.
- Create and update expense reports.
- Process reimbursement forms.
- Prepare bank deposits.
- Enter financial transactions into internal databases.
- Check spreadsheets for accuracy.
- Maintain digital and physical financial records.

ADDITIONAL JOB

Usherette/Gate Keeper (Partime)

FONTANA CIRCUS

Sept 2022 - Present

Dubai, UAE

The company is a travelling circus which gives entertainment to all across Arab Countries.

Achievements/Tasks

Greets patrons and assists them in finding their seats. Assists guests with locating exits and amenities such as restrooms and concession areas. Assists guests with limited mobility or other special needs to and from their seats. Ensures that aisles, walkways, and designated seating areas are clear, clean, and safe.

Game Host (Partime)

Sept 2022 - Present

Dubai, UAE

Greet and welcome all participants, parents, and/or community members. Ensure participants/visitors are present for a specific permitted event. Decorate the space to host the Birthday Party. Organize and facilitate games and/or activities.

Teacher/Administrative Assistant

Philippines Department of Education

October 2012-August 2022

Region 11, Philippines

The Department of Education is an executive department of the Philippine Government for basic Education.

Achievements/Tasks

- ▣ Acts as an administrative assistant to my school principal that makes travel and meeting arrangements, preparing reports, and maintaining appropriate filing systems. I also give supports to monetary activities of the schools such as canvassing, purchasing and liquidation of monthly budget. I prepare cash advances monthly and held responsible for the corrections and attachments of the said report. I do solicit concerns to my colleagues and report to my School Principal for approval. I managed to deal with paid workers like constructions of proposed projects inside the school campus. I receive and send emails to different offices. I pay bills to different offices like water, internet connection and light in our school.
- ▣ Using positive reinforcement teaching techniques like differentiated strategy to encourage pupil's behavior and growth.
- ▣ Oversee a stimulating classroom with 25-30 students with responsibility for teaching, testing, grading, assessment, conduct, parent communications, and coordination of extracurricular and athletic activities.

COMPANIES OWN/WORK EXPERIENCE

FINANCE OFFICER

CA Construction Services

2020-2022

Region 11, Philippines

Achievements/Tasks

- Gives supports to the CEO of the company thru immediate judgements and decisions.
- In charge of overseeing the financial transactions of the company.
- Tasked with developing budgets, monitoring transactions, and preparing financial reports.
- Preparing cheques for utility, tax, payroll, and other company bills.
- Using manual and computerized bookkeeping systems to keep, maintain and balance financial records.
- Writing daily reports, preparing ledgers and other financial statements.

Car Leasing Specialist

RMBA Car Rental Services

2019-2021. Region 11, Philippines

Private company who gives car rental services to various clients.

Achievements/Tasks

- Responsible for finding new renters and ensuring that current renters are happy with their choice of car.
- Involved in marketing the services to potential renters, scheduling tours, negotiating lease terms, and other related duties.
- Works on behalf of management company. Their job is to find new tenants who will pay rent on time and take care of the car services they're renting.

Corporate Travel Consultant

RMBA Ticketing Outlet

2012-2020

Region 11, Philippines

Private company who gives services on booking flights, hotels and holidays.

Achievements/Tasks

- Filing, typing, copying, scanning etc.
- Manage e-mails including checking incoming/outgoing emails and following up as necessary
- Schedule and coordinate appointments and meetings
- Organize travel requirements, booking flights, accommodation, and restaurant reservations when necessary
- Manage admin and accounting of the company
- Outstanding organizational and time management skills

ADDITIONAL SKILLS

2006-2010

Davao City, Philippines

Achievements/Tasks

- Responsible for helping students learn and understand new concepts and complete assignments.
- Prepare lessons by studying lesson plans, reviewing textbooks in detail to understand the topic.
- Being patient and compassionate to students as they develop skills and improve performance.

EDUCATION

Bachelor of Science in Elementary Education

DavaoCity, Ph

University of Southeastern Philippines – Obrero Campus

2003 - 2008,

Bachelor of Early Childhood Education

New Bataan, Davao De Oro

Bukidnon State University (Earned Units Only)

May 2012

CHARACTER REFERENCES

REAH MARIE B. ESCORIDO

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TEJARA CAPITAL LTD., Room 205 Park Towers DIFC

WENDY OMANDAM

Marketing Specialist - + 971 553394275

