

# Reo Mae Rose Q. Candari

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**Visa Status:** Cancelled Employment Visa

**Grace Period:** 7<sup>th</sup> of May 2020

**Availability:** Immediate



## Objective:

To seek an opportunity with a leading organization where I can contribute my experience, knowledge, skills and commitment to excellence for the betterment of the organization and be an asset for the long-term goal to an organization's innovative environment.



## Personal Data:

Birth Date:	September 13, 1995	Language:	English, Filipino, Cebuano
Civil Status:	Single		
Citizenship:	Filipino	Height:	5'2"
Religion:	Protestant	Weight:	48 kg



## Work Experiences:

### Admin Officer cum Accounting Assistant

February 10, 2019 – April 2020

### **Creative HMC Project Management Services**

705 Business Avenue, Port Saeed Deira, Dubai, UAE

- Checks the credentials/documents of Healthcare professionals and arrange their documents to apply for a professional license in DHA, MOH, DHCC, HAAD.
- Initiate outbound and receives inbound calls to and from clients, government officials such as DHA, MOH, HAAD, DHCC, DED,
- Generates quotation and apply new Malpractice Insurance or renew if there is existing insurance for the professionals.
- Initiates Activation, Renewal, Cancellation of Professionals and Facilities' License.
- **Secretary of the Managing Director:** arrange his appointments with the clients, monitor and has a full access with his emails.
- **Accounting Assistant:**
  - ✓ Creates proposal/contracts for new clients.
  - ✓ Collects payment from the client and pays the application thru online.
  - ✓ Keeps track on upcoming and ongoing payments for healthcare professional and Facility licenses. Prepares Invoice for the General Accountant
  - ✓ Arrange invoices for the client, prepares statement of accounts, and prepare company's VAT computations when General Accountant is not around.

**Accounts Officer (Treasury & Corporate)****June 2018 – January 26, 2019****Anglo Eastern Ship Management Ltd.**

23/F 248 Queen's Road East, Wanchai, Hong Kong

- Handles accounts payable and receivable
- Record transactions (bookkeeping)
- Check invoices, reconcile accounts with general ledger
- Preparing the Statement of Accounts of the Executive Chairman, CEO, COO and the CFO.
- Execute end to end payments including selection of invoices, payment creation in e-banking and accounting posting of payments
- Helps the accountant to check, calculate and record the travel expenses of superintendents

**Customer Service Representative Associate****June 19, 2017 – May 2018****Accenture Inc. (UK Account)**

IT Park, Lahug, Cebu City, Philippines

- Register customer's account and educate them about the products and services provided
- Caters the bill query and process payment transactions
- Entertains technical query and provides troubleshooting
- Collection and recovery of customer receivables and debt.
- Responsible for ensuring that cash collection activities meet the requirements of the client by reducing debt aging, maximizing cash collection and collecting:
  - ✓ Contact by phone with debtors to make payment arrangements/establish payment dates and resolve issues and disputes
  - ✓ Capture accurate, detailed notes of discussions and arrangements and send follow up information as requested/required
  - ✓ Escalate issues in accordance with escalation policy; collect, progress, and escalate high quality dispute information as required
  - ✓ Be proactive and innovative with ideas to continuously improve collection-related processes, services and deliverables to the client
  - ✓ Facilitation of customer support, service, discontent, litigation and/or legal enforcement

**Office Clerk (Fixed Asset Department)****April 2016 – June 2016****Alturas Group of Companies**

Tagbilaran City, Bohol, Philippines

- On-the-job Trainee
- Asset monitoring and inventory
- Compare assets for depreciation and for not
- Making barcodes for every asset for future inventory purposes
- Register the barcodes to system via scanning
- Doing backdoor programs to locate missing assets

**Education:****Bachelor of Science in Bussiness Administration Major in Financial Management 2017**

Holy Name University – Bohol Philippines

**Awards:**

- Rotary Youth Leadership Awardee
- Service Awardee

**Qualification and Skills:**

- Good communication skills
- Computer Literate: MS Word, MS Excel, MS PPT, MS Outlook
- Hard working, responsible, reliable and flexible
- A considerate team-player with aspiration to succeed
- Quite knowledgeable of Data analytics, ratio analysis and forecasting.

**Seminars and Training Certificates:**

- |                                       |      |
|---------------------------------------|------|
| • Completion of Intermediate Excel    | 2019 |
| • Completion of Data Analytics Part 1 | 2019 |
| • Investment Strategies               | 2017 |
| • Money Market                        | 2016 |
| • Foreign Exchange Seminar            | 2016 |

**Organizations:**

- |   |             |
|---|-------------|
| <b>Rotaract Club of Tagbilaran</b><br>Holy Name University Chapter  | 2016 – 2017 |
| <b>Junior Business Executive Association</b><br>Holy Name University (College of Business and Accountancy)        | 2014 – 2017 |
| <b>Aerospace Cadets of the Philippines</b><br>Major Executive officer – Supply (2012)<br>Aspiring Liason – (2010) | 2010 – 2012 |

**Character References:****Bjorn Hojgaard**

Chief Executive Officer  
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