



APRIL ROSE A. BALICAT

Applicant

PROFILE

To work as a professional staff and gain more knowledge with regards to financial & trade industry. Flexible and have the ability to work with all level of people. To be part of a team where I am encourage to learn new skills and be challenged and rewarded for excellent performance.

CONTACT

Um Hurair, Dubai, UAE
+971547885184

aprilrosebalicat@gmail.com

VISA STATUS

Employment Visa

PERSONAL INFORMATION

NATIONALITY: FILIPINO

BIRTHDAY : 27 APRIL 1991

AGE : 30 YEARS OLD

HEIGHT : 5'2

WEIGHT : 52 KG

CIVIL STATUS : SINGLE

EDUCATION

OCCIDENTAL MINDORO STATE COLLEGE
BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION
MAJOR IN MANAGEMENT ACCOUNTING
Year 2013

WORK EXPERIENCE

RIMAS UNIFORM GENTS TAILORING
RAS AL KHOR, DUBAI, UAE
ACCOUNTANT CUM ADMIN
SEPTEMBER 2020 - PRESENT

- Maintaining and handling accounts and ledgers using Tally Software
- Handles daily cash and credit transactions including cheques, receipts and other documents
- Handles petty cash for daily expenses and monthly bills
- Manages office Inventory and supplies
- VAT Filing
- Work with the team to perform various client calculations, Invoices, Deliveries and Quotations
- Log, monitoring & safekeeping of employee files such as passport, visa, Eid and other files
- Prepare monthly Payroll and WPS transaction
- Assist in import of Kitchen fixtures from Italy

CARD SME BANK INC
TAGAYTAY, PHILIPPINES
UNIT MANAGER
2017-2019

- Provides excellent customer service
- Achieve Bank Sales and target at the end of the month
- Managing, coaching and supervising employees
- Deal with customer complaints
- Analyzing, validation and Approval of loans
- Prepares report and financial position

CARD SME BANK INC
TAGAYTAY, PHILIPPINES
ACCOUNT OFFICER
2013-2017

- Processing and recording daily transactions
- Conducts client Inventory and analyzing the financial position of the business
- Preparing vouchers, receipts and disbursement.
- Responsible for payment collections from clients
- Responsible in searching clients for loans, savings & insurance