



## CONTACT

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- 📍 Abu Dhabi , UAE

## EDUCATION

### TERTIARY:

#### **Bachelor of Science in Business Administration Major in Financial Management**

San Sebastian College – Recoletos  
de Cavite, Inc., Cavite City  
2007-2011

### SECONDARY:

#### **Rosario National High School** 2003-2006

#### **Holy Angel University** 2002-2003

## PERSONAL BACKGROUND

- AGE : 33 years old
- BIRTH DATE : August 29, 1990
- GENDER : Female
- CITIZENSHIP: Filipino
- CIVIL STATUS: Single

## LANGUAGE

- Filipino
- English

# KATHERINE CAISIP

## OBJECTIVE

To be able to practice and to enhance my skills in order to accept the challenges, through my professional experience.

## WORK EXPERIENCE

### ACCOUNTING OFFICER **FOUR ACES SKILLS CENTER, INC**

Oct 2020 - Aug 2023

- Maintaining and reviewing financial records.
- Ensuring compliance with accounting and tax laws.
- Maintaining accurate, extensive financial records and process payments and invoices.
- Handle petty cash fund and collection of daily payment of applicants on medical.
- Payment of gov't agency and company's payable
- Handle the monthly, quarterly and annual reports to be submitted to Bureau of Internal Revenue

### BRANCH CASHIER **ENIGMA TECHNOLOGIES, INC.**

Jan 2017 - Nov 2019

- Manage transactions with customers using cash registers
- Collect payments whether in cash or credit
- Issue receipts, refunds, change
- Resolve customer complaints, guide them and provide relevant information
- Track day to day transactions on balance sheets and report any discrepancies

### ACCOUNTING OFFICER **FULL ACES INTERNATIONAL SCHOOL FOR SKILLS AND TECHNICAL DEV'T. INC**

Apr 2013 - Jul 2016

- Handle petty cash fund including replenishment.
- Disbursement and safekeeping of corresponding records.
- Collection of receivable and monitoring vis a vis collection and statement.
- Payment of final pays of trainees and maintain the list/ records of outstanding pay envelopes.
- Handle the collection of daily payments of trainees on medical, uniform, etc from the Administrator.
- Monitor all compliance of report TESDA, government agencies, partner companies, weekly reports to the president.

### PURCHASING STAFF **ENIGMA TECHNOLOGIES, INC.**

Jul 2011 - Jan 2012

- Following up with suppliers
- Updating the team about any delays or problems with suppliers
- Researching new products and suppliers
- Keeping up to date with market trends
- Maintaining strong relationships with suppliers
- Negotiating contracts with suppliers
- Presenting cost analyses to the department

## SKILLS

- Leadership and Communication Skills
- Computer Literate - Proficiency in Microsoft Office (Word, PowerPoint, and Excel)