

# AIRRAH T. SIMARA



## Profile

I'm fully committed person. I also open for new challenges and opportunity to achieve company's goal. I'd love to learn new thing and open for new product knowledge company.

## PERSONAL INFORMATION

GENDER : FEMALE  
DATE OF BIRTH : DECEMBER 06, 1996  
CIVIL STATUS : SINGLE  
NATIONALITY : FILIPINO  
VISA STATUS : VISIT VISA

## CONTACT DETAILS

 +971 56 109 4013  
 airrahcuer06@gmail.com  
 Hamdan Street, Abu Dhabi, UAE

## EXPERTISE

- Financial Record Keeping
- Payroll Processing
- Communication Skills
- Customer Service
- Microsoft ( Word, Excel & PowerPoint)

## LANGUAGE

English  
Filipino

## EDUCATION

**Bachelor of Science in  
Accounting Technology**  
**University of Mindanao -  
Tagum College**  
2015-2019



## WORK EXPERIENCE

2020  
-  
2023

### **IMPERIAL APPLIANCE PLAZA- Tagum Dos Branch**

#### **Accounting Assistant**

- Preparing and encoding of Expenses Report.
- Organizing and maintaining financial records, invoices, receipts, and other relevant documentation in both physical and electronic formats.
- Calculating and processing of employee salaries, benefits, deductions, and bonuses.
- Collaborating with finance teams to reconcile payroll and resolve any discrepancies.
- Maintain accurate and up-to-date employee records, both in physical files and electronic databases.