

KAREEN MAE V. PAULITE

A proactive and fast-learning individual seeking the opportunity to secure a challenging position in a reputable organization to fully utilize my skills while making a significant contribution to the success of the company.



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Abu Dhabi, United Arab Emirates

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PERSONAL

DATE OF BIRTH: Nov. 15, 1990
CIVIL STATUS: Single
RELIGION: Catholic



EDUCATION

Bachelor of Science in Business Administration
Major in Financial Management
Southern Luzon State University
Lucban, Quezon Philippines, March 2011



SKILLS

- Customer-focused, possesses with an in-depth understanding and commitment to consistently deliver high levels of customer service
- Time Management
- Attention to Detail
- Strong communication and interpersonal skills
- Ability to multitask and handle a fast-paced work



ELIGIBILITIES

Civil Service Commission Sub- Professional & Professional Passer



WORK EXPERIENCE

October 9, 2023 to Present **Admin and Finance Coordinator**
White Angel Gents Salons & Cosmetics
Abu Dhabi, United Arab Emirates

Duties and Responsibilities

- Handle fund administration processes, including fund accounting, cash flow management, and expense tracking.
- Coordinating with all branches to ensure timely submission of financial information.
- Handle the company email and relay all the necessary informations to the management
- Review lease offers and discuss with the management
- Analyze revenues, commissions and expenses to ensure they are recorded appropriately on a monthly basis.
- Preparing analysis of accounts and producing monthly reports.
- Maintains and updates customer files, including name or address changes, or mailing attentions.
- Receiving and storing invoices.
- Stock rotation between warehouses.
- Managing office administrative tasks such as filing, organizing paperwork, and handling correspondence.
- Monitor and Record staff's attendance of all branches.
- Processing monthly payroll, preparing invoices, and receipt.
- Uploading and updating all products and prices in the company website.
- Manage and Process the online orders in the website
- Manage the job posting in the job portal

April 20, 2021 to October 8, 2023 **Cashier**
Abu Dhabi Cooperative Society
Abu Dhabi, United Arab Emirates

October 2, 2019 to March 15, 2021 **Cashier**
Lulu Hypermarket
Abu Dhabi, United Arab Emirates

Duties and Responsibilities

- Handle cash, credit, or check transactions with customers
- Have good knowledge of POS (Point of Sales) system
- Resolve customer complaints, guide them, and provide relevant information
- Greet customers when entering or leaving establishment
- Maintain clean and tidy checkout areas
- Process returns and check to see if items are damaged
- Provide excellent customer service to ensure satisfaction

April 2018 to October 1, 2019 **Accounting Clerk**

August 22, 2011 to March 2018 **Account Officer**
Tulay sa Pag-unlad Inc.
Parañaque City, Philippines

Duties and Responsibilities

- Encodes loan collections and other transactions of the branch.
- Checks loan proposal of clients and requirements.
- Checks the accuracy of the reports/ the system if there is no error.
- Prepares check vouchers and checks and process loans for disbursement of loans thru Check and Cashcard.
- Updates cash position weekly and advise the branch manager for fund transfer from or to the head office.
- Audits Petty Cash Fund and Reimbursement.
- Prepares journal entries in the system.
- Reconciliations of Temporary accounts of Assets and Bank to Book Reconciliations.
- Make necessary Adjustment of Book error and System error.
- Summarize various accounting reports and schedules such as monthly aging report, and portfolio at risk schedule and analysis.
- Prepares monthly loan releases/collections and all accounting reports and submit to the Regional Accountant within five (5) working days after end of the month.
- Prints clients' ledgers, repayment schedules, statement of account, and compute interest on clients' savings.
- Implements internal control procedures in the branch.
- Implement the micro-finance program specifically in organizing quality centers, processing and managing loans and maintaining the centers.
- Delivers at least 100% of target in terms of net membership, loan portfolio, loan release and portfolio at risk