



# ALMIRAH ABDULLAH

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## SUMMARY

Competent and detail-orientated Accounting Assistant well-versed in accounts payable and receivable management, handling of petty cash fund and budgets. Talented in identifying and correct errors to ensure impeccable accuracy. Committed to achieving team objectives and driving company development.

## EXPERIENCE

**ADMINISTRATIVE ASSISTANT V (SENIOR BOOKKEEPER)**, 08/2021 - 07/2024  
**MINISTRY OF SOCIAL SERVICES AND DEVELOPMENT**, Cotabato City, Philippines

- Performed administrative tasks, document management and report development for inter-departmental use.
- Organised and stored hardcopy files.
- Managed document control duties to reduce errors and maintain accurate records.
- Liquidated statement of accounts from a partnered pharmacy.
- Prepared Obligation Request Status and Disbursement Voucher needed for processing of check assistance for the clients.

**BOOKKEEPER**, 02/2019 - 12/2020

**SARATEL SOLUTIONS**, Davao City, Philippines

- Maintained accounts receivable documentation electronically and on paper.
- Updated confidential employee banking information with accuracy and speed.

**ACCOUNTING ASSISTANT**, 10/2017 - 01/2019

**AL REYADAH HOSPITALITY AND SERVICES**, Muweillah, Sharjah, UAE

- Maintained accuracy when reviewing and reconciling general ledger.
- Managed daily bookkeeping functions with attention to accounts receivable, accounts payable, banking reconciliation and disbursements.
- Tracked employee time and attendance for payroll.
- Assisted accountants with expense and sales tracking and reporting.
- Documented financial transactions in QuickBooks and classified by billing code, contract or project.
- Handles petty cash fund for day to day business expenses.

## SKILLS

- QuickBooks
- Peachtree Sage50
- General Accounting
- Bank Reconciliation
- Microsoft Office
- Data Entry
- Petty Cash Fund Handling
- Administrative Tasks

## CERTIFICATIONS/LICENSSED

- CIVIL SERVICE PASSER (PH)
- CERTIFIED BOOKKEEPER
- LICENSED PROFESSIONAL TEACHER (PH)

## EDUCATION

**CERTS Educational Services/Philippine Christian University**, Malate, Manila, Philippines

**BACHELOR OF SCIENCE IN ACCOUNTANCY BRIDGING PROGRAM**

2024 August Graduate

**Technical Education and Skills Development**, Matalam, North Cotabato, Philippines

**COMPUTER SYSTEMS SERVICING NCII**

2020 Graduate

**SULTAN KUDARAT STATE UNIVERSITY**, Tacurong City, Sultan Kudarat, Philippines

**BACHELOR OF SCIENCE IN ACCOUNTING TECHNOLOGY**

2017 Graduate

## PERSONAL INFORMATION

Birthdate:  
**16 November 1995**

Civil Status:

**Single**

Religion:

**Islam**

Citizenship:

**Filipino**

Cellphone Number:

**0501366294**

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