



ALMIRAH ABDULLAH

📍 Yarmook, Sharjah, UAE

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SUMMARY

Competent and detail-orientated individual, well-versed in accounts payable and receivable management and trustworthy in handling 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.
- Organised and updated document management systems to improve audit and reference processes.
- Transferred data from paper formats into database systems to keep digital formats.

ACCOUNTING ASSISTANT, 10/2017 - 01/2019

AL REYADAH HOSPITALITY AND SERVICES, Muweilah, 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 transactions.

SKILLS

- QuickBooks, Peachtree Sage50, Tally ERP9
- General Accounting
- Bank Reconciliation
- Microsoft Office
- Bookkeeping
- Data Management
- Cash Flow Management
- Administrative Tasks

CERTIFICATIONS/LICENSED

- CERTIFIED QUICKBOOKS ONLINE PROADVISOR
- CERTIFIED BOOKKEEPER - National Institute of Accounting Technicians
- COMPUTER SYSTEMS SERVICING NCII (TESDA - PH)
- CIVIL SERVICE PASSER (PH)
- LICENSED PROFESSIONAL TEACHER (PH)

EDUCATION

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

Passport Number:
P5621209C
Place Issued:
DFA General Santos (PH)
Date Expiry:
07 January 2034
Visa Status:
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