



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

BOOKKEEPER, 02/2019 - 12/2020
SARATEL SOLUTIONS, Davao City, Philippines

ACCOUNTING ASSISTANT, 10/2017 - 01/2019
AL REYADAH HOSPITALITY AND SERVICES, Muweillah, Sharjah, UAE

SKILLS

- QuickBooks, Peachtree Sage50, Tally ERP9
- General Accounting
- Bank Reconciliation
- Microsoft Office (WORD, EXCEL, PPT, OUTLOOK)
- 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

CERTS Educational Services/PCU, Malate, Manila, Philippines
BACHELOR OF SCIENCE IN ACCOUNTANCY
2024 Graduate

CENTRAL MINDANAO COLLEGES, Kidapawan City, Philippines
Professional Education
2020 Graduate

SULTAN KUDARAT STATE UNIVERSITY - TACURONG CAMPUS, Tacurong City, Philippines
BACHELOR OF SCIENCE IN ACCOUNTING TECHNOLOGY
2017 Graduate

PERSONAL INFORMATION

Birthdate:
16 November 1995
Civil Status:
Single
Religion:
Islam
Citizenship:
Filipino
Cellphone/Whatsapp #:
0501366294

Passport Number:
P5621209C
Place Issued:
DFA General Santos (PH)
Date Expiry:
07 January 2034
Visa Status:
Visit Visa
Date Expiry:
07 September 2024