



# ALWYN TRESVALLES

ACCOUNTS CLERK

## CONTACT

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Hamdan Street, Abu Dhabi City

## EDUCATION

1994 - 1998

UNIVERSITY OF SAN CARLOS

- Bachelor of Science in Business Administration

1990 - 1994

UNIVERSITY OF SOUTHERN PHILS

- Secondary Level

## SKILLS

- MS Office Application
- Windows Operating System
- SAP Software
- Teamwork
- Time Management
- Effective Communication
- Critical Thinking
- Internet research, Surfing, Email and Outlook express

## PERSONAL PROFILE

- 48 yrs. old
- Married
- Filipino
- 5 ft. 4 inches tall
- Roman Catholic

## PROFILE

To be part of a stable company that believes in one's performance and capability, and where I can effectively use my skills in administration, accounts, customer service area and clerical work. Also to acquire a valuable career growth based on performance and accomplishments.

## WORK EXPERIENCE

### Al Sarooj Korea Transport & Gen Contracting

Accounts Payable / Receivable Clerk

2013 - 2025

- Do the monthly contractor invoices and updates accounts for payable and receivables.
- Upload employees monthly WPS payroll.
- Prepares and request all staff's leave salary and end of service benefits payment.
- Prepares documentation for the quarterly VAT payments and annual audit report.
- Compile, issue and sorts received invoices and checks.
- Develops and maintains a filing system and contact list.
- Managing petty cash transactions, order office supplies and process bills for payment.
- Submit and reconcile monthly expense report.
- Organize and maintains company's financial records, agreements and contracts.
- Handling accounts receivable duties such as updating payments received from client, preparing SOA and contact customers on past due accounts.
- Handling accounts payable tasks such as entering vendor invoices into system, preparing checks and initiates bank transfer payments to all vendors,

### Red Head Electromechanical Contractor

Secretary

2012 - 2013

- Prepares and manage correspondence, reports and documents.
- Implement and maintains office systems.
- Arrange and confirms appointments.
- Replying to emails and handling incoming telephone calls.
- Set up and maintains an organize filing system.
- Schedule a meeting with clients.
- Operates office equipment such as copying, fax and scanning of documents.
- Communicates verbally to inquiries and provides information in the reception area.