



A proactive and fast-learning individual with 11 years of experience in accounts and retail 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.

PERSONAL INFORMATION

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

ELIGIBILITIES

Civil Service Commission Sub-
Professional & Professional Passer

SKILLS AND ABILITIES

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

EDUCATIONAL ATTAINMENT

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

I hereby attest that the above mentioned data are true and correct to the best of my knowledge and belief.

KAREEN MAE V. PAULITE
Applicant

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Villa 26 Al Kahraman st.
Khalifa City A, Abu Dhabi City
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0547345279

WORK EXPERIENCES

April 20, 2021 to present Cashier
Abu Dhabi Cooperative Society
Abu Dhabi, United Arab Emirates

October 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
 - Scan or enter goods and collect payments
 - Ensuring pricing is correct
 - Issue change, receipts, refunds, or tickets
 - Redeem stamps and coupons
 - Count money in cash drawers at the beginning and end of shifts to ensure that amounts are correct and that there is adequate change
 - Resolve customer complaints, guide them, and provide relevant information
 - Bag items carefully
 - Greet customers when entering or leaving establishment
 - Maintain clean and tidy checkout areas
 - Keep reports of transactions
 - Process returns and check to see if items are damaged
 - Bag, box, or wrap packages
 - Provide excellent customer service to ensure satisfaction

- April 2018 to October 2019 Accounting Clerk
Tulay sa Pag-unlad Inc. – Paranaque Branch
- 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.

August 2011 to March 2018 Account Officer
Tulay sa Pag-unlad Inc. – Paranaque Branch

Job Function
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.