



APRIL ROSE A. BALICAT

PROFILE

To work as a professional staff and gain more knowledge with regards to financial industry. Flexible and have the ability to work with all level of people. TO be a part of the team where I am encourage to learn new skills and be challenged and rewarded for excellent performance.

CONTACT

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EDUCATION

Bachelor of Science in Business Administration Major in Accounting
Occidental Mindoro State College
Year Graduated 2013

WORK EXPERIENCE

Al Sharif Recycling Group – HR / Accounts Assistant
Industrial Area 2, Sharjah, UAE
Dec 2022 – Present

- Handles Petty cash for daily and monthly bills
- Enter financial transactions into internal databases.
- Maintain digital and physical financial records
- Arranging interviews, coordinating hiring efforts, and onboarding new employees.
- Managing the employment process and handles employee complaints
- Preparing monthly Payroll
- Formulate & Implement HR and Company Policies and Standard Operating Procedure

We Will Fix It – HR/ Accounts Assistant
Dubai Investment Park 1, Dubai, UAE
July – September 2022

- Assisting the head of Finance regarding accounting matters
- Handles daily cash and credit transactions
- Log, monitoring & safekeeping of employee files
- Prepare monthly Payroll & WPS Transaction

Rimas Uniforms Gents Tailoring – Admin/Accounts Assistant
Ras Al Khor, Dubai, UAE
September 2020 – June 2022

- Maintaining and handling accounts and ledgers
- Manages office Inventory & Supplies
- VAT Filing
- Preparation of Purchase Orders, Quotations, Invoices & Delivery Orders

SKILLS

- Communication skills
- Decision-making skills
- Finance skills
- Organisational skills
- Business management skills
- Leadership skills