



# FAHMIA T. AMRODEN

Secretary/Accountant

## PROFILE

To pursue a challenging role in your company where my experience will lead me to the opportunities for advancement. To work quality organization where the result are valued and recognized with rewards also to grow professionally and up good career with complete job satisfaction.

## CONTACT

Phone/Whatsapp  
050 903 8231

EMAIL:  
Fahmiaamroden21@gmail.com

## PERSONAL INFO.

**Gender:** Female  
**Height & Wight:** 4'11 & 43 kg  
**Civil Status:** Single  
**Date of Birth:** 01 Feb. 1996  
**Nationality:** Filipino  
**Religion:** Islam

## EDUCATION

### Business Management And Accountancy

June 2015 - July 2019  
Mindanao State University-Main Campus  
Mindanao, Philippines  
**Degree:** Bachelor Of Science

### Mindanao State University- University Training Center

June 2011 - March 2015  
Mindanao, Philippines  
**Degree:** High School Diploma

### Malabang Central Elementary Pilot School

June 2005 - March 2011  
Mindanao, Philippines  
**Degree:** Elementary Diploma

## WORK EXPERIENCE

### Secretary, Golden Line Consultancy L.L.C

June 2022-PRESENT  
Al Nahda 2, Dubai, United Arab Emirates

### Accounting Assistant/Admin, Aldar Manpower Services

Nov 2020 - May 2022  
Muharraq, Muharraq Governorate, Bahrain

### Accounting Clerk/Admin, Green Crescent Manpower Agency

June 2019 - September 2020  
Manila, Metro Manila, Philippines

## SKILLS

- Microsoft Office
  - ✓ Microsoft Word
  - ✓ Microsoft Excel
  - ✓ Microsoft PowerPoint
- Administrative Assistance
- Business Knowledge
- Basic Accounting
  - ✓ Payroll data
  - ✓ Calculate Income and Expenses
  - ✓ Journals, Book keeper
- Marketing
- Basic Photoshop/Photopea
- Editing