



TIFFANY JANE BENOSA

**Secretary | Admin - Accounts Assistant |
General Cashier | Payroll Officer**

 054 730 8269

 Cairo Textiles, Green Bldg. Khalifa
St., Abu Dhabi, UAE

 tipanjang27@gmail.com

To be able to secure a responsible career opportunity, where I can utilize, gain and broaden knowledge professionally and to learn and develop greater social skills from experiences in the working place while making a significant contribution to the success of my employer

Professional Experience

British Home Nursery Abu Dhabi - Secretary

Abu Dhabi , UAE | October 2021 - Present

- Provides feedback to the Nursery Manager on issues relating to the nursery.
- Good communication and interpersonal skills; Greeting Parents and any visitors who arrive in school; Ensures that the school operates in a consistently organized manner every day.
- Maintains all record-keeping for students and staff; maintains the integrity of information systems, databases, and office files and making sure of the confidentiality in all circumstances.
- Tracks attendance and absences using common computer hardware and software to administer payroll in computer system; Prepares and process payroll accounts receivable billings.
- Daily update of ADEK Email, Esis Account, PASS Account, Social Media Accounts of the Branch.
- Coordinates / Attends internal and external meetings appointments, events, workshops, seminars and special events, recording and distributing minutes to staff.
- Directs a team with facility and courtesy; and able to work under pressure and frequent interruptions.

Cristal Hotel Abu Dhabi - Paymaster/General Cashier

Abu Dhabi , UAE | July 2018 - June 2020

Paymaster:

- Processed Payroll for 102 Employees
- Obtaining further approval, verifying and submitting documentations, such as vacation requests, final settlements, and loan requests, according to the approval matrix. Checking overtime vouchers against the attendance system and then sent for approval.
- Working closely with the Human Resources team to ensure accurate colleague documentation records and Keep updated with Human Resources policies
- Update the payroll system with Colleague bank information prior to salary processing
- Prepared the monthly payroll within the cut-off date as per the standards and arrange for bank advices to be signed and submitted to the bank prior to the last day of each month

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General Cashier:

- Responsible for collecting the hotel's daily deposits must do so in the presence of a witness, and deposits the money into the designated bank, accompanied by hotel security, and prepare a report following the hotel's standards.
- Managed the petty cash fund, distributing it to colleagues following hotel policies and ensuring that it is counted and reconciled at the end of the day and keeping enough money on hand to provide change to hotel cashiers.
- Ensure that the general cashier safe is secure, locked and password/combination is kept confidential. Access to general cashier cabin should be restricted to authorized persons only.
- Created and managed both physical and digital filing systems, ensuring that files are labeled appropriately and only accessible to authorized individuals. Additional tasks may include making copies, keeping track of office supplies, organizing reports, and operating office equipment like fax machines.

Cristal Group - Accounts Assistant

Abu Dhabi , UAE | January 2018 – June 2018

- Day-to-day processing of accounts to ensure accurate and timely recording of invoices, credit notes, employee reimbursements, cheque payments, credit card statements and petty cash.
- Handling accounts receivables and payables. Preparation of payment statements, collection, settlement and other accounts documentation. Entry of supplier invoices and credit notes to accounts payable ledger. Creation of Sales Invoices & Customer Follow ups. Filing of supplier invoices, statements & Payment/Petty Cash Vouchers.
- Petty Cash Disbursement and Utilities/ Local service provider Payments.
- Regular filing of accounts records and documentation. Weekly, monthly, quarterly Accounts operation closing activities.
- Prepares, File and Pay VAT returns on time.
- Assist in Audits. Ad hoc duties as required by Financial Controller.

Philippine Red Cross Abra Chapter - Secretary/Accounts/Bookkeeper

Bangued Abra , Philippines | November 2016 – November 2017

Skills

- Social media management
- Customer Service
- Time management, Problem-solving
- Correspondence and emailing
- Leadership and Management
- Well-versed in Microsoft Office, Paytraxx and Tally ERP Softwares.
- Knowledgeable in Esis and ADEK Pass Systems.

Education

Jun 2012 – Mar 2016

Divine Word College of Bangued

Bachelor of Science in Business Administration Major in Financial Management

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