



Beatricia Nicole Balo

Khalifa St. Abu Dhabi

EDUCATION

FAR EASTERN UNIVERSITY - Diliman

2013 - 2016

Bachelor of Science in Business Administration - Financial Management

STO.NINO DE NOVALICHES SCHOOL (Secondary)

2009 - 2013

High school Diploma

CONTACT

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CAREER OBJECTIVE:

::To work in Multinational corporation and to utilize my knowledge and personal skills, to gain comprehensive understanding at a reputed organization as to take responsibility and contribute significantly.

::To be a part of an organization's workforce in realizing its vision and mission which will help in the company's permissiveness and productiveness

PERSONAL INFORMATION

Birthday: August 9, 1997

Religion: Roman Catholic

Civil Status:Single

SKILLS

:: I am knowledgeable in MS Office like MS Word, Excel, Access, and PowerPoint. I am fluent in speaking in English with a wide vocabulary. I am knowledgeable in SAP Business One, SAP Business Analytic, and Quikbooks. I finished my AdEpt class and was given a certificate. I am also willing and able to handle a wide variety of tasks and I am reliable and can easily deal with people. I am also educated in foreign currencies/foreign exchange, I have been to Counterfeit seminars, Anti Money-Laundering Act Seminars.

WORK EXPERIENCE

Discovery Employment LLC

Client Servicing Supervisor/Accountant

July 2021 – Present

- Regularly interacting with clients through telephone calls, email communications, or face-to-face meetings
- Identifying ways to overcome clients' initial dislike of company products
- In charge of preparing quotations and contracts for existing and potential clients
- Prepare Bank Reconciliations Statement and report for any discrepancies.
- Utilized the accounting software such as QUICKBOOKS to maintain books and transactions for all clients
- Payment & cheque preparation
- Ensure all accounting transactions like payments and Invoices are processed and recorded in QUICKBOOKS.
- Reviewing the accuracy and completion of all invoices and other accounting documents if properly recorded

Associated Insurance Brokers – Customer Unit Officer

January 2019 – June 2021

- Discussing and assessing clients current and future insurance needs -Preparing detailed and precise comparison sheets for clients to understand easily
- Provided friendly customer service all while remaining calm during periods of high volume of insurance issuance or renewal
- Negotiating policy terms and costs with insurance providers (International or Local)

Metro Main Star Asia Corporation – Treasury Assistant

October 2016 – December 2019

- Assist and support in physical cash counting
- Balance currency, coins, and checks in cash drawers at the end of shifts.
- Cash checks and pay out money after verifying that signatures are correct, that written and numerical amounts agree, and that accounts have sufficient funds.