



## SHAIRA MAE NUQUI

**Address :** Discovery Garden Dubai, UAE

**Email :** maeshairanuqui@gmail.com

**Mobile :** + 971 589181602

### OBJECTIVE

To secure a position in a company where I can use my skills and abilities to make a contribution to the organization

### SKILLS

- Microsoft Word, Excel, PowerPoint and Outlook
- Written and Verbal Communication skills
- Bookkeeping records
- Analytical Skills
- Data Analysis
- Problem Solving
- Accounting works

### HIGHEST EDUCATIONAL ATTAINMENT

#### Bachelor of Science in Accounting Technology

Marinduque State College  
(2014-2018)  
Santa Cruz ,Marinduque, Philippines

National Certificate (NC3) in  
Bookkeeping at TESDA

### PROFESSIONAL EXPERIENCE

#### PHILIPPINE SEVEN CORPORATION

Mandaluyong Philippines

##### Accounts Payable Staff

January 24, 2022- June 20, 2023

- Received and processed Purchase Order (PO) for supplies, equipment, design, and signage's of stores.
- Performing day to day financial transactions, including verifying, classifying, and recording accounts payable data.
- Verify and investigate discrepancies. Reconcile the accounts payable ledger to ensure that all bills and payments are accounted for and properly posted.
- Assist senior financial officer as needed.
- Facilitate payment of invoices due by sending bill reminders and contacting clients
- Generate reports detailing accounts payables status
- Understand expense accounts and cost centers

#### Aspac International Inc

Parañaque, Philippines

##### Accounting Clerk

February 08, 2021-January 07, 2022

- Monitoring Lodgments Transaction
- Prepare Request for Payment for Lodgment
- Issued Purchased Order
- Monthly Inventory
- Account and recording Lodgment Transaction
- Checking and Monitoring Funds for Lodgment
- Provide accounting and clerical support to the accounting department

## **PERSONAL DATA**

Date of Birth : February 16, 1998  
Civil Status : Single  
Nationality : Filipino  
Gender : Female  
Visa Status : Tourist visa until  
August 17, 2023

**San Juan De Dios Educational Foundation- Hospital**  
Pasay Philippines

### **CASHIER**

June 2018 - May 2019

- Received payments from in and outpatients, issue official receipts.
- Process refund for overpayment, cancelled services, emergency purchased, and disbursement authorized.
- Issues receipts to all various collections from receivables
- Prepare Daily Collection Report indicating all cash details, TCA, deposit PCV including all the attachment.
- Resolve customer complaints, guide them and provide relevant information
- Greet customers when entering or leaving the hospital
- Maintain clean and tidy checkout areas
- Track transactions on balance sheets and report any discrepancies