

# LADY RAZHELLE F.BARRIENTOS

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Address: Dubai, UAE



## PERSONAL DETAILS

Nationality      Filipino  
Date of Birth    10/04/1995  
Gender            Female  
Civil Status     Single  
Languages       English, Tagalog  
Visa Status      Residence

## SKILL HIGHLIGHTS

- Invoice processing
- Customer service
- Account reconciliation
- CRM software proficiency (mention specific software if applicable)
- Knowledge of micro soft Office
- Problem-solving
- Organizational skills
- Communication and interpersonal skills

## EDUCATIONAL BACKGROUND

College : Garcia College of Technology  
BS in Business Administration

## CAREER OBJECTIVE

Detail-oriented and organized accounting professional with experience in financial record-keeping and analysis. Seeking an accounting assistant position to utilize my expertise in bookkeeping, financial reporting, and supporting the finance team.

## WORK EXPERIENCE



### INVOICE CLERK/CUSTOMER SERVICE REPRESENTATIVE FIT FRESH L.L.C DUBAI-UAE SEPTEMBER 2018-DECEMBER 2023

#### Duties & Responsibilities

- Process invoices, ensuring accuracy, compliance with billing procedures, and timely submission to clients.
- Maintain an organized system for invoice tracking, payment verification, and account reconciliation.
- Collaborate with the accounting department to resolve billing discrepancies and discrepancies in a timely manner.
- Prepare financial reports, including accounts receivable aging reports, for management review.
- Assist in auditing and financial analysis when required.
- Interact with customers, answering inquiries, providing product information, and addressing concerns or issues.
- Handle customer orders, returns, and exchanges, ensuring a smooth and efficient process.
- Manage customer accounts and update contact information and preferences in the CRM system.



### ACCOUNTING ASSISTANT DFI ISLAND RESORT INC AUGUST 2016 -AUGUST 2018, BORACAY-PHILIPPINES

#### Duties & Responsibilities

- Assist in maintaining financial records by accurately entering data into accounting software.
- Reconcile accounts payable and accounts receivable transactions and resolve discrepancies.
- Prepare and process invoices, receipts, and expense reports.
- Assist with month-end and year-end financial close procedures.
- Collaborate with the finance team to generate financial reports and statements.

## DECLARATION

I hereby declare that the particulars furnished above are true to the best of my Knowledge and belief.

**LADY RAZHELLE F. BARRIENTOS**

Applicant