



AIRRAH T. SIMARA




Profile

I'm fully committed person. I also open for new challenges and opportunity to achieve company's goal. I'd love to learn new thing and open for new product knowledge company.

PERSONAL INFORMATION

GENDER : FEMALE
DATE OF BIRTH : DECEMBER 06, 1996
CIVIL STATUS : SINGLE
NATIONALITY : FILIPINO
VISA STATUS : VISIT VISA

CONTACT DETAILS

 +971 56 109 4013
 airrahcuer06@gmail.com
 Hamdan Street, Abu Dhabi, UAE

EXPERTISE

- Financial Record Keeping
- Payroll Processing
- Communication Skills
- Customer Service
- Microsoft (Word, Excel & PowerPoint)

LANGUAGE

English

Filipino

EDUCATION

Bachelor of Science in
Accounting Technology
University of Mindanao -
Tagum College
2015-2019



WORK EXPERIENCE

2020
-
2023

IMPERIAL APPLIANCE PLAZA- Tagum Dos Branch

Accounting Assistant

- Preparing and encoding of Expenses Report.
- Organizing and maintaining financial records, invoices, receipts, and other relevant documentation in both physical and electronic formats.
- Calculating and processing of employee salaries, benefits, deductions, and bonuses.
- Collaborating with finance teams to reconcile payroll and resolve any discrepancies.
- Maintain accurate and up-to-date employee records, both in physical files and electronic databases.