# KAREEN MAE V. PAULITE

A proactive and fast-learning individual seeking the opportunity to secure a challenging position in a reputable organization to fully utilize my skills while making a significant contribution to the success of the company.

**PERSONAL** 

**CIVIL STATUS: Single** 

**RELIGION:** Catholic

**EDUCATION** 

**DATE OF BIRTH: Nov. 15, 1990** 

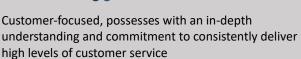
Major in Financial Management Southern Luzon State University



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- Time Management
- Attention to Detail
- Strong communication and interpersonal skills Ability to multitask and handle a fast-paced work environment



### **ELIGIBILITIES**

Civil Service Commission Sub- Professional & **Professional Passer** 



**Bachelor of Science in Business Administration** 

Lucban, Quezon Philippines, March 2011

# **WORK EXPERIENCE**

#### October 9, 2023 to Present **Admin and Finance Coordinator**

White Angel Gents Salons & Cosmetics Abu Dhabi, United Arab Emirates

#### **Duties and Responsibilities**

- Handle fund administration processes, including fund accounting, cash flow management, and expense tracking.
- Coordinating with all branches to ensure timely submission of financial information.
- Analyze revenues, commissions and expenses to ensure they are recorded appropriately on a monthly basis.
- Preparing analysis of accounts and producing monthly reports.
- Maintains and updates customer files, including name or address changes, mergers, or mailing attentions.
- Receiving and storing invoices.
- Stock rotation between warehouses.

## **April 2018 to October 1, 2019**

#### **Accounting Clerk**

Tulay sa Pag-unlad Inc. Parañaque City, Philippines

### **Duties and Responsibilities**

- Encodes loan collections and other transactions of the branch.
- Checks loan proposal of clients andrequirements.
- Checks the accuracy of the reports/ the system if there is no
- Prepares check vouchers and checks and process loans for disbursement of loans thru Check and Cashcard.
- Updates cash position weekly and advise the branch manager for fund transfer from or to the head office.
- Audits Petty Cash Fund and Reimbursement.
- Prepares journal entries in the system.
- Reconciliations of Temporary accounts of Assets and Bank to Book Reconciliations.
- Make necessary Adjustment of Book error and System error.
- Summarize various accounting reports and schedules such as monthly aging report, and portfolio at risk schedule and
- Prepares monthly loan releases/collections and all accounting reports and submit to the Regional Accountant within five (5) working days after end of the month.
- Prints clients' ledgers, repayment schedules, statement of account, and compute interest on clients' savings.
- Implements internal control procedures in the branch.

- Managing office administrative tasks such as filing, organizing paperwork, and handling correspondence.
- Monitor and Record staff's attendance of all branches.
- Processing monthly payroll, preparing invoices, and receipt. Uploading and updating all products and prices in the company website.
- Manages and Process the online orders in the website

# April 20, 2021 to October 8, 2023 Cashier/Customer Service

Abu Dhabi Cooperative Society Abu Dhabi, United Arab Emirates

#### October 2, 2019 to March 15, 2021 Cashier

Lulu Hypermarket Abu Dhabi, United Arab Emirates

#### **Duties and Responsibilities**

- Handle cash, credit, or check transactions with customers
- Have good knowledge of POS (Point of Sales) system
- Scan or enter goods and collect payments
- Ensuring pricing is correct
- Issue change, receipts, refunds, or tickets
- Redeem stamps and coupons
- Count money in cash drawers at the beginning and end of shifts to ensure that amounts are correct and that there is adequate change
- Resolve customer complaints, guide them, and provide relevant information
- Bag items carefully
- Greet customers when entering or leaving establishment
- Maintain clean and tidy checkout areas
- Keep reports of transactions
- Process returns and check to see if items are damaged
- Bag, box, or wrap packages
- Provide excellent customer service to ensure satisfaction

#### August 2011 to March 2018

#### **Account Officer**

Tulay sa Pag-unlad Inc. Parañaque City, Philippines

#### Job Function

Implement the micro-finance program specifically in organizing quality centers, processing and managing loans and maintaining the centers. Delivers at least 100% of target in terms of net membership, loan portfolio, loan release and portfolio at











