

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.



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PERSONAL

DATE OF BIRTH: Nov. 15, 1990
CIVIL STATUS: Single
RELIGION: Catholic

EDUCATION

Bachelor of Science in Business Administration
Major in Financial Management
Southern Luzon State University
Lucban, Quezon Philippines, March 2011

SKILLS

- Customer-focused, possesses with an in-depth understanding and commitment to consistently deliver high levels of customer service
- 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

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.

- 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

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 and requirements.
- Checks the accuracy of the reports/ the system if there is no error.
- 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 analysis.
- 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.

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 risk.