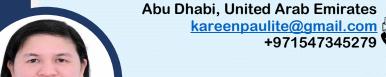
KAREEN MAE V. PAULITE

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.

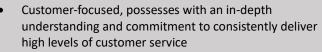






Block B Al Hamra Center Zayed the First St Q

SKILLS



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



Civil Service Commission Sub- Professional & Professional Passer



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



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.
- Handle the company email and relay all the necessary informations to the management
- Review lease offers and discuss with the management
- 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, 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.
- Manage and Process the online orders in the website
- Manage the job posting in the job portal

April 20, 2021 to October 8, 2023 Cashier

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
- Resolve customer complaints, guide them, and provide relevant information
- Greet customers when entering or leaving establishment
- Maintain clean and tidy checkout areas
- Process returns and check to see if items are damaged
- Provide excellent customer service to ensure satisfaction

April 2018 to October 1, 2019

Accounting Clerk

August 22, 2011 to March 2018

Account Officer

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.
- 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

