

# **TRIXIE MAE** **DANDAN**



Address: **HAMDAN ST. ABU DHABI**  
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## **Personal Details:**

Nationality: **FILIPINO**  
Status: **SINGLE**  
Languages: **ENGLISH & TAGALOG**  
Availability: **IMMEDIATE**

## **Personal Skills:**

- Computer literate (MS Word, MS Excel, MS Power Point)
- English communication skill, verbal and written
- Ability to learn new tools and application quickly
- Reliable and detail oriented
- Team Player
- Capable in handling multiple task
- Enthusiastic and /energetic

## **Education:**

Bachelor of Science in Hotel and Restaurant Management

SAINT COLUMBAN COLLEGE (2012-2016) – PAGADIAN CITY PHILIPPINES

Certification for Short Courses

THE FILIPINO INSTITUTE, ABU DHABI UAE (2019)

- Document Controller
- Logistics and Supply Chain
- Accounting Course

## **Reference:**

**As per Request**

## **CAREER OBJECTIVE:**

I am seeking a position that leverages my educational background and professional experience, allowing me to apply my skills in a collaborative team environment and contribute to the achievement of corporate goals and objectives.

## **EXPERIENCES:**

### **ASSITANT ACCOUNTANT**

### **OASIS ENVIRONMENTAL SOLUTION**

Mussafah 32, UAE

December 2022- August 2024

#### Duties and Responsibilities:

- Manages petty and oversees all expenditures
- Daily monitoring of expenses & payment
- Conducting online banking activities
- Managing online payments
- Verifying and Reconciling expense bills
- Processing payment to vendors/ suppliers
- Receiving & monitoring payments from both in cash and check
- Organizing cash and check deposits and withdrawals
- Responding to calls and emails from vendors, suppliers, clients.
- Manually preparing monthly staff timesheets and processing monthly staff salaries
- Generating monthly Tax invoice
- Facilitating full and final settlements for staff
- Recording daily transactions through journal entries
- Compiling and managing tax receivable and payables.
- Maintaining and filing documents
- Providing daily work reports to the CEO.
- Served as an office secretary for 45 days during the primary secretary's vacation.

### **ACCOUNTANT**

### **ONE TO TEN GIFTS LLC**

ABU DHABI, UAE

JANUARY 2020-SEPTEMBER 2022

#### Duties and Responsibilities:

- Overseeing all accounting transactions
- Managing accounts payable processes
- Recording purchase transactions
- Preparing and calculating payments;
- Interacting with suppliers on a daily basis
- Issuing payments and checks
- Supervising petty cash operations
- Generating daily/monthly sales and expense report;
- Monitoring online banking transactions and conducting bank reconciliations
- Preparing monthly payroll
- Computing leave salary and gratuity entitlements
- Compiling and preparing tax returns
- Organizing document filing procedures
- Handling phone calls, emails and correspondence
- Undertaking various administrative tasks

### **TRAVEL TICKETS CLERK**

### **SADAF TRAVEL HAJJ AND UMRAH**

ABU DHABI, UAE

MAY 2019-DECEMBER 2019

#### Duties and Responsibilities:

- Booking and issuing tickets
- Customer assistance
- Processing payments
- Updating records in the system of booking, cancellation and changes.
- Ensuring compliance with company policies, travel regulations, and safety protocols.