



KAREN CLEOFE FIELDAD

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[Visit Visa valid until October 18, 2024](#)

ACCOUNTING STAFF

OBJECTIVE AND PERSONAL PROFILE

To engage myself in an organization where I can share my knowledge as a Management Accounting graduate and experienced accounting staff with competence, integrity and proficiency and be one of the instruments in attaining the organization's goals and objectives.

CAREER HISTORY

Accounting Staff - D' Oro Tigre Corporation, Philippines - August 2017 to Aug. 2024

- Record sales of the company using MS Excel
- Prepares daily, weekly and monthly report to PCSO
- Prepares monthly payables of the company
- Prepares summary of purchases
- Bookkeeping and Accounting matters
- Auditing Monthly Payroll

Accounting Clerk - RQC General Merchandising, Philippines- May 2015- March 2016

- Encoding vouchers
- Encoding sales for commission
- Summarizing deductions for payrolls
- Auditing salesman remittances
- Encoding Account Receivable of a salesman

Clerical Aide – LGU Sta. Catalina, Ilocos Sur, Philippines- July 2016 – July 2017

- Prepares payroll for Job Orders
- Preparing Vouchers

ON THE JOB TRAINING

Bureau of Internal Revenue -November 2014- February 2015

- Process new taxpayer identification number
- Responsible in recording transactions
- Stamping Books of Accounts
- Operate the Bureau of Internal Revenue Querying Agent System

EDUCATIONAL BACKGROUND

Tertiary - BUSINESS ADMINISTRATION GRADUATE

MANAGEMENT ACCOUNTING MAJOR

University of Northern Philippines

Batch 2015

RELATED SEMINARS ATTENDED

Accounting and Basic Patterns
July 19, 2020

Phil health Accounting Training
September 4, 2022

PCSO Book keeping
September 14, 2023

Date of Birth : September 25, 1995
Civil Status : Single
Height : 5'2
Language : English, Filipino
Address : Room 118,
Abdulwahed bin Shabib Bldg.
Al Muteena, Deira, Dubai,

AREAS OF EXPERTISE

- In-depth knowledge and understanding regarding financial and administrative task
- Computer Savvy - Proficient in Microsoft excel, power point and word
- Strong Communication skills
- Time Management
- Customer Service

SKILLS AND QUALIFICATIONS

- Strong skills in organizing workflow, ideas, materials and people
- Responsible, dependable, punctual committed to top quality work
- Hard worler, quick learner, and ability to assume responsibility
- Maintain a high level of professionalism, patience and efficiency to minimize customer dissatisfactions and increase customer loyalty
- Enjoys sharing knowledge and encouraging development of others to achieve specific team goal

