



## KAREN CLEOFE FIELDAD

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

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### 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

#### 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 worker, 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

