



# Dalia B. Edianon



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## Profile Summary

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Versatile and detail-oriented professional with experience in administration, accounting, and operational support. Skilled in managing financial transactions, maintaining records, and overseeing inventory and office functions. Strong communicator with a focus on customer service, efficiency, and organizational effectiveness. Proficient in accounting software, MS Office, and daily business operations, with a proven ability to handle multiple tasks and contribute to team success.

## Work Experience

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### **Admin cum Shop Assistant**

**December 2022 - December 2024**

**Lima Gelato Restaurant and Cafe**

**JVC Mall Dubai, UAE**

- Managed phone, email, and customer inquiries for smooth communication.
- Assisted with inventory, restocking, and maintaining shop organization.
- Processed sales, handled cash, and provided customer service.
- Scheduled appointments and deliveries, maintaining accurate records.
- Supported administrative tasks, including filing and data entry.

### **Receptionist cum Admin Assistant**

**April 2022 - October 2022**

**MOE Therapy Center**

**Albarsha 2 Dubai, UAE**

- Greeted patients and managed phone and email inquiries.
- Scheduled appointments, managed calendars, and coordinated therapy sessions.
- Handled patient intake forms, data entry, and filing of medical records.
- Managed office supplies, equipment, and ensured therapy room setups.
- Maintained cleanliness, organization, and assisted with billing and payments.

**Auditor**  
**Annie Bakery Cafe**  
**Davao City, Philippines**

**April 2021 - March 2022**

- Conducted financial and inventory audits to ensure accuracy and compliance.
- Reviewed internal controls and identified areas for improvement.
- Performed compliance audits, ensuring adherence to policies and regulations.
- Assessed operational efficiency and suggested cost-saving measures.
- Prepared audit reports, highlighting key findings and recommendations.

**Accounting Clerk**  
**Cody Marketing Corporation**  
**Davao City, Philippines**

**January 2020 - March 2021**

- Managed collections, ensuring timely follow-up on outstanding payments.
- Recorded financial transactions accurately in the accounting system.
- Handled accounts payable and receivable, processing invoices and payments.
- Performed bank reconciliations to ensure accurate financial records.
- Conducted data entry, filing, and maintained organized financial documentation.
- Provided administrative support to the accounting and logistics teams as needed.

## **Educational Background**

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**Holy Cross of Davao College**

- Bachelor of Science in Social Work - Yr. 2019

## **Additional Information**

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### **General Administrative Skills**

- Customer Service, Time Management, Communication, Organizational Skills, Scheduling & Coordination

### **Accounting & Financial Skills**

- Accounts Payable & Receivable, Financial Reporting, Bank Reconciliation, Collections Management, Data Entry & Record Keeping

### **Office & Operational Support**

- Inventory Management, Logistics Coordination, Internal Controls & Compliance, Administrative Support

### **Technical Skills**

- Accounting Software (e.g., QuickBooks, Xero), Microsoft Office Suite (Excel, Word, Outlook), POS Systems, Data Analysis