



# NIÑA MARIE CUNANAN

## PROFILE

A highly disciplined and well-organized professional seeking a position as an assistant accountant or cashier at a reputable organization. I aim to apply my skills while adopting a proactive approach to learning and mastering new tasks, and I look forward to expanding my expertise in a challenging environment.

## WORK EXPERIENCE

### TADBEER | Abu Dhabi, UAE

Assistant Accountant/Cashier

DECEMBER 2022 - PRESENT

- **Financial Records Maintenance:** Maintain accurate financial records, ledgers, and journals.
- **Accounts Payable/Receivable:** Handle invoices, payments, and collections.
- **Bank Reconciliation:** Reconcile bank statements with company records.
- **Data Entry:** Input financial transactions into accounting systems.
- **General Administrative Tasks:** Support accountant with various tasks.
- **Payment Processing:** Handle cash, credit/debit transactions, and bank transfer.
- **Customer Interaction:** Greet customers and assist with their purchases.
- **Cash Register Operation:** Operate and balance the cash register at the start and end of shifts.
- **Receipts:** Issue receipts and ensure accuracy in billing.
- **Refunds and Exchanges:** Process returns, refunds, and exchanges per company policy.
- **Compliance:** Follow cash-handling procedures and ensure security.
- **Problem Resolution:** Address and resolve customer complaints professionally.
- **Daily Reports:** Prepare end-of-day sales reports or summaries.
- **Support Roles:** Assist with administrative tasks when necessary.

### Innovation Employment Services | Abu Dhabi, UAE

Relationship Officer for ADCB

AUGUST 2022 - NOVEMBER 2022

- Collaborated with the Sales Leader to market and sell credit cards to consumers.
- Identified potential customers and persuaded them to buy credit cards.
- Managed proper documentation for the credit card process.
- Consistently reached monthly targets through effective sales efforts.
- Addressed customer grievances while maintaining the company's reputation.

### VARIOUS BANK | MANILA PHILIPPINES

2017-2022

Credit Assistant - Philippine Business Bank (2017-2021)

- **Customer Creditworthiness Assessment:** Verified creditworthiness through employment, trade, and bank checks.
- **Credit Information Extraction:** Extracted data from credit systems such as CMAP and BAP.
- **Report Consolidation:** Prepared consolidated reports on:
- **Mishandled accounts:** Past-due loans, Written-off items, and Items in litigation for various branches
- **Documentation Support:** Assisted in verifying and organizing required loan documents.

Lending Center Clerk - Rural Bank of Cauayan INC (2021-2022)

- **Client Assistance:** Helped clients with loan inquiries and guided them through the application process.
- **Loan Processing:** Processed loan applications and computed loan proceeds using Excel and CyberOne.
- **Document Preparation:** Prepared release documents and ensured the accuracy of credit files.
- **Report Preparation:** Generated monthly reports for crop loans and Agricultural Credit Policy Council programs.
- **Promotion & Leadership:** Promoted from Loans Bookkeeper to Lending Center Clerk within six months due to performance.

## CONTACT

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Al Reem, Abu Dhabi UAE

## EDUCATION

2013-2017

ISABELA STATE UNIVERSITY -  
PHILIPPINES

- BS in Accounting Technology

2024

ANNEX INSTITUTE - ABU  
DHABI, UAE

- Medical Coding Course

## SKILLS

### Software Proficiency

- Experience with CMAP, BAP, CYBERONE, and TADBEER ERP.
- Advanced skills in Microsoft Excel & Word, including Vlookups and basic knowledge of pivot tables.

### Financial and Transactional Skills

- Experience with credit and cash transactions, cash drawer balancing, cash counting, and basic mathematics.
- Knowledge of basic bookkeeping procedures.

### Analytical and Detail-Oriented

- Strong attention to detail and analytical skills.

## LANGUAGES

- English (Fluent)
- Tagalog (Fluent)