

Amaflor Lozada Balino



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Address:
Bldg. no.633, Bu Danig, near
Mega Mall, Sharjah – U.A.E.

Email Address:
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Personal Data

Date of Birth: August 11, 1984

Place of Birth: Sagay Negros
Occidental, Philippines

Nationality: Filipino

Marital Status: Married

Driving License: UAE
Light Vehicle, Automatic
Issue Date: 15/09/2013
Expiry Date: 22/09/2028

Languages Known

English
Tagalog
Ilonggo

Passport Details

Passport No.: P5254146B
Expiry Date: 22 June 2030
Place of Issue: PCG Dubai
Visa Status: Employment Visa
Visa Validity: 23/11/2025

Educational Qualifications

**Bachelor of Science in
Information Technology**
City of Malabon University
City of Malabon, Philippines
July 7, 2001- March 31, 2005

Skills

Adaptability and Flexibility
Good Communication
Confident and Determined
Multitask

CAREER OBJECTIVE

To obtain a position in which I can develop new skills and utilize existing ones in an environment that promotes professional growth, and also to contribute my creativity and hard work towards the success of your company and to the growth of the fast developing.

SUMMARY OF QUALIFICATIONS

- Knowledge of Tally Prime Release 4.0
- Proficient in Microsoft Office applications such as Tally Software, MS Office and POS.
- Knowledgeable in PRO works and HR works.
- Knowledge in Bank works and Letter of Credit, Short Term Loan Facility.
- Knowledge in arranging import shipments.
- Thrive in both independent and collaborative work environments.
- Highly capable of actively managing changes.
- Well-organized and able to work well with non-technical staff and clients.
- Hardworking, courteous, willing to be trained and to accept challenging opportunities.
- Ability to be flexible and adaptable to the requirements of the position.
- Ability to understand critical issues and domain and is innovative to the solution for improvement.
- Supportive as a team player and able to work under-pressure and with minimum supervision.
- Professionalism and Patience.

WORK EXPERIENCES

EASTMAN PRINTING PRESS LLC

SHARJAH – U.A.E.

August 18, 2011 – December 13, 2024

Accountant cum Administration in-charge

- Devising and maintaining office systems, including data management and filing.
- Responsible in keeping confidential records and transactions.
- Maintaining monthly/yearly report of transactions (Sales, Purchase and Petty cash).
- Handling all the cash transaction of an organization.
- Handling bank transaction (Funds transfer, Cheque deposit, LC & STL bank facility)
- Handling Trade License & Tenancy renewal, Media License renewal, Vehicle License renewal, Business Code Renewal (Dubai Custom)
- Payment follow up with clients as per the payment terms
- Arranging Suppliers payment, Vat payment (FTA portal)
- Arranging import payments, Sea Freight shipments clearance and Delivery
- Processing staff visa, medical, Emirates ID, Air tickets, Visa cancellation
- Preparing Staff salary and uploading WPS
- Monitoring daily attendance and overtime.
- Responsible for paying utility bills, Staff accommodation rents
- Responsible for purchasing office supplies.
- Carries out any other assignment given by the Managing Director.
- Coordinate the repair and maintenance of the office equipment.

WORK EXPERIENCES

United Coconut Planters Bank

7th flr. UCPB Securites, UCPB Bldg., Makati City, Philippines

Oct. 26, 2009 - August 15, 2010

Data Encoder

- Compare data entered with source documents or re-enter data in verification format on screen to detect errors (Aging of Accounts with valuation receivable).
- Compile, sort and verify accuracy of data to be entered and should keep record of work completed.

Metropolitan Bank and Trust Company

Metrobank Plaza, Sen. Gil Puyat Avenue, Makati City, Philippines

Feb. 24, 2009 - Aug. 7, 2009

Data Encoder

- Receiving of Cheques (Regional, Inhouse & local)
- Verifying cheques
- Encoding of Account number, BRSTN, cheque number and amount of cheque
- Terminal Balancing
- Sorting and Filing of delivery statement

Chinese Restaurant-North Park Noodles House Inc.

Convergy's I Bldg. Ayala Ave. cor. Salcedo St., Makati City, Philippines

August 11, 2008 - February 23, 2009

Administrative Assistant

- Responsible in keeping confidential records and transactions.
- Consolidate the sales report AM & PM shift.
- Perform other duties in dine-in operations such as assist the customers, take order, bar tender and bill out.
- Develop and maintain a filing system.
- Handle sensitive information in a confidential manner.
- Oversee and supervise the work of junior staff.

Chinese Restaurant-North Park-NextDoor, Malugay Branch

Makati Golf Club, Malugay St., Makati City Philippines

July 24, 2008 – August 10, 2008

Administrative Assistant

Chinese Restaurant-North Park Noodles House Inc

Valenzuela Branch, South Supermarket Mc Arthur Hi-way, Karuhatan Val. City PH

May 26, 2006 – July 13, 2008

Administrative Assistant

Chinese Restaurant-North Park Noodles House Inc

Cor. Kalayaan Ave., Makati City, Philippines

March 11, 2006 - May 24, 2006

Cashier/Telephone Operator

- Prepares the sales report at the end of every shift.
- Records all orders & other transactions of customer like discount, etc.
- Receiving payment from customer and give exact change.
- Answer the telephone calls for the delivery and other calls from time to time.

Declaration

I hereby declare that the information furnished above is true to the best of my knowledge.

Yours Sincerely,

Amaflor Lozada Balino