

# Amaflor Lozada Balino

**Mobile:**

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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**

With a passion for creativity and a history of dedicated work, I am eager to join your team and contribute to its success through innovative ideas and a commitment to excellence. I seek a position that nurtures both personal and professional development, allowing me to enhance my skills continuously in a collaborative environment, supporting the company's dynamic growth.

**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**

**7<sup>th</sup> 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