



LONILYN CLARITO

Administrative/Accounts Assistant

City Season Hotel Al Hamra Block B Electra Street
050-3654485/ 050-1529850 | lnlyn08clarito@gmail.com/ lony_clarito@yahoo.com

OBJECTIVE

A highly organized and detail-oriented Administrative and Accounts Assistant with more than 10 years of experience in providing comprehensive support for office management and assisting with financial operations. Adept at streamline administrative processes and handling multiple tasks efficiently in past-faced environment. Skilled in data entry, managing financial records, processing invoices, handling accounts payable/receivable and maintaining efficient office operations. Seeking to leverage my skills in office administration, and financial management to contribute to the success and smooth operations of the Company.

EXPERIENCE

June
2022 -
May 27,
2025

- **Administrative Secretary/Showroom In-Charge**
SWEDE DREAMS FURNITURE INDUSTRIAL
 - Manage daily office operations and ensure smooth workflow.
 - Organize and maintain physical and digital filing system.
 - Handle incoming and outgoing correspondence, emails and phone calls.
 - Arrange travel, accomodations and itineraries of staff.
 - Prepare invoices, LPO, quotations and Internal orders.
 - Respond inquiries and direct them to appropriate departments.
 - Assist in financial correspondence and communication with suppliers, vendors and clients.
 - Maintain confidentiality of financial information.

Jan.
2021 -
June
2022

- **Data Encoder / Swabber -Auh Int'l Airport**
TAMOUH/MEDI-Q HEALTH CARE LLC, Abu Dhabi Int'l Airport, UAE
 - Encoding passengers information to Estijabah System and ppily watch tracker.
 - Doing PCR test.
 - Encoding patient information for vaccination.
 - Accurate input of COVID-19 patient records, test results and vaccination data.

Feb.
2013 -
Apr.
2021

- **Account Asst./ Cashier**
MIRAJ INT'L GENERAL TRADING, Abu Dhabi, UAE
 - Assist in processing invoices, payments and receipts.
 - Maintain and update financial records, ledgers and journal.
 - Perform bank reconciliation and verify discrepancies.
 - Assist in preparing financial statements. (Balance sheets, Income Statements.)
 - Prepare and submit expense reports
 - Accurate input financial transactions into accounting software.
 - Generate financial reports using Microsoft Excel.
 - Ensure proper digital and physical filing of financial documents.

Sept.
2009 -
Feb.
2013

- **Sales/ Cashier**
KM TRADING LLC, Abu Dhabi, UAE
 - Provide customers with fast and friendly service while ensuring accuracy at the sales counter.
 - Process cash, checks and credit card payment from the customers and give change accurately and issue receipts.
 - Turn over the sales money and Petty cash to supervisor at the end of the shift.
 - Scan and bag items efficiently.
 - Address customer inquiries and resolve complaints professionally.

April
2006 -
Aug.
2008

- **Cashier In-charge / Receptionist**
MEGAMART MEGAMALL, Sharjah, UAE
 - Oversee daily cashier activities to ensure smooth operation .
 - Train and assist cashiers in handling transactions and resolving issues.
 - Monitor cashier's performance and ensure compliance with company policy.
 - Assist customers with inquiries, complains and payment related concerns.
 - Provide excellent customer service to enhance the shopping experience.

Dec.2003
- June
2005

- **Data Encoder**
BANK OF PHILIPPINES ISLAND, Philippines
 - Encoding customer's remittance in daily basis.
 - Reviewing data for deficiencies errors, correcting any incompatibilities and checking output.
 - Compiling, verifying accuracy and sorting information to prepare source data for computer entry.

June
2000 -
Dec.
2003

- **MIS Controller**
EVER GOTESCO, Manila, Philippines
 - Encoding new delivery and pull out stocks in the system to ensure that the stocks incoming and outgoing are balance inside the store.

EDUCATION

2022

- **Certificate Nursing Assistant**
Global Torch Institute
Good

1998

- **Bachelor's Degree in Computer Science**
CABALUM WESTERN COLLEGE
Good

SKILLS

Proficient in Microsoft Office Suite (Word, Excel) Invoice Processing Strong Numerical Ability Effective communication (Verbal & Written) Teamwork and Collaboration Ability to work Under pressure Data Entry and Accuracy Multitasking and Prioritization



INTERESTS

- Reading (fiction and non-fiction), Traveling and exploring new cultures, Cooking and trying new recipes, Browsing internet and Listening to music

LANGUAGES

- English (Excellent) Tagalog (Excellent) Ilonggo (Mother tongue) Arabic (poor)

PERSONAL INFORMATION

- Nationality. : Filipino
Date of Birth: Aug. 8, 1977
Place of Birth : Philippines
Visa Status : Residence
Visa validity: June 2025