

ARJUL MATTHEW DELICANO PAUSTA



CONTACT

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Dubai, UAE

SKILLS

- Project Management
- Public Relations
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Critical Thinking

LANGUAGES

- English
- Filipino



PROFILE

A dedicated and detail-oriented Bachelor of Science in Business Administration graduate, majoring in Financial Management, with hands-on experience as a Junior Auditor. Skilled in financial analysis, internal control evaluation, and audit procedures, with a strong foundation in accounting principles and regulatory compliance. Committed to ensuring accuracy, transparency, and efficiency in financial reporting. Adept at working collaboratively in team environments and continuously seeking opportunities to grow professionally within the finance auditing or any related field.



WORK EXPERIENCE

Goodlife Group of Companies 2024- PRESENT Administrative Assistant cum Junior Auditor

- Managed daily operations, including scheduling, coordination, documentation, office functions, data entry, reporting, and special projects to ensure the smooth and efficient functioning of the office.
- Oversaw key human resources responsibilities, such as employee relations, benefits administration, compliance, and performance tracking. Maintained accurate and up-to-date records, including time-off tracking for branch staff.
- Prepared detailed reports by analyzing documents and identifying discrepancies, ensuring accuracy and thoroughness in all findings.

Cebuana Lhuillier/PJLI 2021 - 2024 Business & Client Relations Associate/Appraiser

- Responsible for building and maintaining strong relationship with clients to ensure their needs are met and manage closely with internal teams, including sales and product development.
- Oversee market research to identify emerging trends, customer needs, and competitor strategies, and evaluates the value of assets like jewelry ensuring fair valuations and accurate credit risk assessment, and handle cash transactions, process deposits and withdrawals, and provide account services accurately and professionally.

Dasureco Davao Del Sur Electric Cooperative 2019 - 2021 Admin Collection officer

- Maintain accurate records, files and databases into software systems, spreadsheets and collaborate with team members to achieve target or quota
- Responsible for Collecting delinquent accounts, negotiating payments and resolving disputes and generate reports and metrics to track collection performance and progress.
- Recovers outstanding payments from individuals and business entities by initiating contact, negotiating payment plans, and ensuring adherence to legal and company policies.



EDUCATION

Bachelor of Science Business Administration Major in Financial Management 2014 - 2018

University Of Mindanao Digos College

Digos City National High School 2010 - 2014 Digos Davao Del Sur