

AIVY M. EMPERADO

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Dubai, UAE

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Years of experience: 10 years

Experienced office administrative & accounting staff with advanced skills in MS Office, VAT returns/Submission, Accounting and office administration.

SKILLS SUMMARY**Accounting:**

- Management of Accounts Payable and Accounts Receivable
- Client Invoicing
- Bank Reconciliations
- Monthly, Quarterly and Yearly Financial Reporting
- Petty Cash Handling

Payroll:

- Monthly Payroll Procedures for all employees.
- Processing of employee's expenses.

VAT:

- Sort and input invoices onto Zoho Books/Xero/QuickBooks/Tally Accounting Software
- File Quarterly VAT returns to FTA

Admin:

- Compiling of Company Job Numbers / Delivery Notes
- Office Admin and Filing Systems
- Preparation of Company letters – internal and external

HR:

- Maintenance of Company employee files and records
- Liaising with employees concerns and requests.
- Managing employee leaves, timesheets, etc. thru Zoho People
- Onboarding and Offboarding process of employees

WORK EXPERIENCE

Inclusive Dates	Position	Company
Feb. 2020 – Jan. 2023	Accounting & Administrative Assistant	Surface Mobility Consultants LLC
Dec. 2016 – Jan. 2020	Receptionist (With Accounting & Admin duties)	Pleasant Acrylic LLC
Jul. 2016 - Sept. 2016	Administrative Assistant II	Department of Budget and Management, Information and Communications Technology Systems Service
Dec. 2014 – Jul. 2016	Administrative Aide IV	Department of Budget and Management, Information and Communications Technology Systems Service

SPECIAL SKILLS

- ✓ QuickBooks Accounting Software
- ✓ Xero Accounting Software
- ✓ Tally Accounting Software
- ✓ Zoho Books
- ✓ Petty cash handling, Accounts receivable/payable
- ✓ VAT returns, filing & Submission.
- ✓ Inventory / advanced knowledge in MS Office applications
- ✓ Organized and reliable.
- ✓ Basic PC troubleshooting
- ✓ Phone etiquette
- ✓ Customer Relation
- ✓ Document management / Maintaining office records.

Educational Qualification

2012-2015	CENTRAL PHILIPPINE UNIVERSITY (Bachelor of Science in Information Technology)
2010 – 2012	ADVANCED CENTRAL COLLEGE (Ladderized BS in Information Technology)
2009 – 2010	OUR LADY OF FATIMA UNIVERSITY (Bachelor of Science in Information Technology)

Certificate Qualification

- Accounting Professional Diploma
- Certificate of Completion: Autocad Training
- Career Service (Professional) / Second Level Eligibility
- Google Apps Administrator Training
- Performance Excellence Seminar
- Reorientation Seminar on the Implementation of the Document Management System (DMS)
- Basic Photocopier Operations for Fuji Xerox
- Foundations of Leadership Excellence
- IT Essentials: PC Hardware and Software
- Programming NC IV (TESDA)
- Computer Hardware Servicing NC II (TESDA)

Seminars Attended

Accounting Professional Diploma, Filipino Institute Dubai, United Arab Emirates – January – March 2022

36Hr Basic Training on Autocad, Filipino Institute Dubai, United Arab Emirates - June – August, 2018

Google Apps for Administrators Training – IP Converge Data Services Inc. – July 15, 2015

Performance Excellence Seminar, Department of Budget and Management – January 25-26, 2016

Reorientation Seminar on the Implementation of the Document Management System (DMS), Department of Budget and Management – December 10, 2015

Foundations of Leadership Excellence Seminar, Department of Budget and Management – November 24-25, 2015

Training on Basic Photocopier Operations for Fuji Xerox – September 11, 2015, Department of Budget and Management

User Interface Designing – July 11, 2013

Search Marketing Trends and Online Opportunities – August 13, 2013

GFI: Malware Issues – September 7, 2012, Educational Media Center, Central Philippine University

IT Essentials: PC Hardware & Software - August 14, 2012

Programming NC IV – October 30, 2010

Computer Hardware Servicing NC II – October 30, 201

Personal Details

Date of birth	:	May 24, 1991
Nationality	:	Filipino
Gender	:	Female
Availability	:	Can join immediately

Declaration

I hereby declare that all statements made in this application are true & correct to the best of my knowledge.


AIYY M. EMPERADO
Applicant