



MA. ELMA PALMA

AL KARAMA, DUBAI, UAE
maeponteras31@gmail.com
Mobile #: +971 58 817 0553

GENDER : FEMALE
STATUS : MARRIED
CITIZENSHIP : FILIPINO
LANGUAGE : ENGLISH
DATE OF BIRTH : MARCH 4, 1986

EDUCATION

**BACHELOR OF SCIENCE IN ACCOUNTANCY
MAJOR IN MANAGEMENT ACCOUNTING**
UNIVERSITY OF NEGROS OCCIDENTAL - RECOLETOS
BACOLOD CITY, PHILIPPINES

QUALIFICATIONS SKILLS

- HIGHLY MOTIVATED
- DETERMINED
- RESPONSIBLE AND GOOD NATURED
- ABILITY TO LEARN WITH LESS SUPERVISION
- COLLABORATE
- HARDWORKING
- WORK ETHIC
- ANALYTICAL SKILLS
- TEAMWORK SKILLS
- CRITICAL THINKING
- DECISION MAKING
- LEADERSHIP
- ORGANIZATIONAL SKILLS
- PROBLEM SOLVING
- TIME MANAGEMENT

POSITION APPLIED: _____

CAREER OBJECTIVE

To leverage my experiences, to contribute to the success of an organization by effectively managing and coordinating activities. I aim to utilize my strong leadership skills, organizational abilities, and attention to detail to drive efficiency, improve productivity, and foster a positive work environment.

WORK EXPERIENCES

AREA SUPERVISOR CUM ACCOUNTANT | APRIL 2021 -AUGUST 2023
ACTIVASIA, INC.ADVERTISING AGENCY, MANILA, PHILIPPINES

- Lead a team of 20 TO 30 employees.
- Overseeing and managing the operations of a specific area.
- Leading and managing a team employee with their designated area, includes hiring, training, and providing guidance to team members.
- Assist in the preparation of budgets, track expenses, and forecast financial trends.
- Handle payroll functions, including calculating salaries, deductions and overtime.
- Coordinate with auditors, provide necessary documentation, and address any audit findings.

CASHIER |MARCH 2019-MARCH 2021

GAISANO CITYMALL, BACOLOD CITY, PHILIPPINES

- Greeting customers and assisting them with their purchases.
- Scanning and processing items accurately and efficiently at the checkout counter.
- Handling cash, credit, and debit transactions, and providing change to customers.
- Balancing cash registers at the end of shifts and reconciling discrepancies.
- Providing information about store policies, promotions, and loyalty programs to customers.

ADMIN STAFF/ OFFICE ASSISTANT |FEB. 2018- MARCH 2019

SAN JOSE VILLAGE 2 HOMEOWNERS ASSN .INC, PHILIPPINES

- Manage incoming and outgoing correspondence,including mail, emails, and faxes.
- Assist with scheduling appointments, meetings, and events, coordinating calendars.
- Input data into computer systems, databases for maintaining accurate records.
- Prepare and format documents, reports, presentations &other materials as requested.
- Maintain organized filing systems for paper and electronic documents.

FRONT DESK RECEPTIONIST |AUG. 2017 - FEB. 2018

PALMAS DEL MAR CONF., RESORT & HOTEL, PHILIPPINES

- Managed incoming calls, emails, and inquires, directing them to the appropriate departments for resolution
- Handle check ins and check outs efficiently, ensuring accuracy guest information.
- Collaborated with the hotel staff to ensure smooth operations and guest satisfaction
- Schedule appointments, meetings, and conference room bookings for clients.

OUTLET MANAGER CUM ACCOUNTANT |JUNE 2008-JULY 2013

CASHIER |FEB. 2008 - MAY 2008

SERVICE CREW |OCT. 2007 - JAN. 2008

FOODMAN INDUSTRIES & CORP. PHILIPPINES

- Recruit, train, supervise outlet staff; including server, bartenders, and support staff.
- Assist in creating budgets for bakery outlet, monitor expenses, and analyze variances.
- Assist in the preparation of budgets, track expenses, and forecasts financial trends.
- Handle payroll functions; including calculating salaries, deductions, and overtime.
- Scanning and processing items accurately and efficiently.
- Coordinate with auditors during financial audits, provide necessary documentation, and address any audit findings.