

# MARICEL ABALOS

Al Mankhool, Bur Dubai Dubai, UAE

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## PROFESSIONAL PROFILE

A highly equipped individual with over 20 years of experience in performing variety of administrative assistant and accounts assistant duties for a specified department; who excels at prioritizing, completing multiple tasks simultaneously. Flexible and hardworking with strong drive to succeed. Experienced and result-oriented Individual with proven abilities in developing positive relationships with clients and coworkers.

## OBJECTIVE

To achieve a challenging career and strive for excellence learning in a progressive environment, enhancing my skills and contributing my part to the overall growth of an Organization to scale to a newer heights.

## CAREER SUMMARY

### **Junior Analyst, Accounting & Control**

SHUAA Capital PSC Dubai, UAE

March 2008 – March 2024

Main responsibility was managing the Supplier payment and Clients funds transfer instruction through treasury Edge system. (ENBD Business online and FAB online), and preparing dividend monthly bank Reconciliation.

- Responsible to check the daily monitoring and reporting of Incoming funds from Clients.
- Provided daily reports to Operations and the Client Services for the same.
- Responsible to Call suppliers and arrange for collection of cheques and responsible in monitoring documents & cheques sent for signatories.
- Regularly scan the vouchers and supporting documents and attached electronic copies voucher.

- Providing support to analysts in preparing bank reconciliations.
- Prepared Clients Dividend Bank monthly reconciliations.
- Handling company credit card using ERP Oracle Fusion and prepared monthly reconciliations.
- Prepared and processed Reimbursement and Petty cash for the staff.

### **Admin Assistant / Receptionist**

SHUAA Capital PSC Dubai, UAE

May 2004 – February 2008

Mainly was assisting the staff for clerical task such as organizing and coordinating meetings, filing, typing documents and correspondence, Booking and making all necessary arrangements for business travel and other administrative support, Managed the reception area and handles switchboard. Provided supports to the Admin Head for arranging meetings, and monitoring & ordering of stationery and pantry supplies.

- Responsible for ensuring that all filing is maintained and that the office is kept in tidy and professional manners at all times.
- Handling all incoming and outgoing calls, answer query, complaints and direct them to the concerned person/department.
- Preparing outgoing business mail/online request for courier (international and domestic).
- Sending request re: Delivery booking permit and guest access to the building management (SERCO).
- Preparing PRs, POs and receipts for office and kitchen supplies.
- Preparing working permits and entry permits.
- Preparing PRs, POs and hotel bookings for new company joiners.

### **Research Department**

Q.C Government, Philippines

January 1995 - April 2004

Main responsibility to support primary researchers of data information through lab studies, surveys, and maintaining files for project Researchers.

- Coordinate and manage all the office works given by the superior.
- Helping the superior preparing Agenda/Minutes for the meeting

### **AREAS OF EXPERTISE**

- Multi-tasking
- Communications
- Organization and Planning Technical Skills
- Prioritizing
- Initiative and Problem Solving abilities
- Professional

### **SOFTWARE SKILLS**

- Oracle System
- Score System
- Smart Business
- Microsoft Office

### **ON THE JOB / TRAINING**

- Financial Crime (Middle East) – Game-Based
- Oracle System Training

### **EDUCATION**

Philippine School of Business Administration - 1993 – 1995

**Bachelor of Science in Business Administration Major in Management**

**Polytechnic University of the Philippines, Manila - 1990 – 1992**

**Secretarial Management**