

MAIDEN C. ACASO

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OBJECTIVE:

- *To be able to perform my ability, to be an asset in this company. Willingness to be train of what the company requirements of the position that I apply with. To share my knowledge to my colleagues as what I have experienced to my previous company that could enhance to improve the efficiency of this company.*

PERSONAL ASSESSMENT

- *Willing to work long hours as per required of the company*
- *Aim to be train to perform as its best of my work*
- *Minimal instruction that I can easily follow as given for a period of time*
- *Attitude, outlooks of my company improvement of myself.*

WORK EXPERIENCE:

COMPANY: SPRING SUPERMARKET LLC - SATWA

POSITION: ACCOUNTS/ADMIN

DATE JOINED: 01 FEB 2015 – 22 MARCH 2023

- Ensuring the deposit of PDC cheques received & cash in bank on time.
- Posting supplier invoices and customer transactions
- Handling petty cash.
- Preparing cash and cheques payment.
- Preparing & processing of WPS, salaries / wages
- Preparing reports as per needed.
- Preparing In House Store Promotions

COMPANY: MAGNAPRIME CHEMICAL TECHNOLOGIES INC. - PHILIPPINES

POSITION: ACCOUNTS ASSISTANT CUM AUDITOR (2013-2014)

- FOLLOW UP PAYMENT COLLECTIONS FOR THE CLIENTS
- PREPARE STATEMENT OF ACCOUNT
- INVOICE SALES FROM THE CLIENTS
- MONITOR JOB ORDER TO BE RELEASE
- MONTHLY STOCK INVENTORY
- PREPARE PAYMENT REQUISITION FORM UPON RECEIVED PAYMENT FROM THE COLLECTING OFFICER BEFORE REMIT TO ACCOUNTS PAYABLE IN CHARGE.
- STORE VISIT FOR INVENTORY PURPOSES
- PREPARE INVENTORY RECONCILIATION REPORT THRU MS EXCEL
- CONDUCT CREDIT INVESTIGATION FOR THE PROPOSE CLIENTS

COMPANY: ASIAWIDE REFRESHMENT CORPORATION - PHILIPPINES

POSITION: JUNIOR BOOKKEEPER (2013)

- PAYROLL PROCESSING (ENCODING OF ATTENDANCE IN THE PAYROLL MASTER)
- PREPARATION OF SALARY VOUCHER
- ENCODING OF JOURNAL ENTRIES IN THE SYSTEM (future references)
- MONITORING OF IN TRANSIT RAW MATERIALS
- PREPARE VOUCHER FOR THE RAW MATERIALS
- CHECKING OF BANK STATEMENT AGAINST THE SYSTEM
- MONTHLY INVENTORY OF RAW MATERIALS
- PREPARE REPORTS AS NEEDED THROUGH MS EXCEL

COMPANY: CARAVAN INDUSTRIES INC. – PHILIPPINES

POSITION: AUDITOR (2012)

- STORE VISIT FOR INVENTORY PURPOSES
- PREPARE INVENTORY REPORT IN MS EXCEL AND AUDIT REPORT IN MS OFFICE
- FILING OF DOCUMENTS FOR FUTURE REFERENCES

COMPANY: EVER COMMONWEALTH CENTER INC. – PHILIPPINES

POSITION: AUDIT ASSISTANT (2006-2012)

- CONDUCT INVENTORY FOR MONITORING OF THE STOCKS
- CONDUCT MONTHLY CHECKING OF GENERAL FUND TO MONITOR THE CASH FLOW OF THE STORE AND TO MINIMIZE PROBLEM TO BE ENCOUNTERED IN THE FUTURE.
- PREPARE RECONCILIATION REPORT OF ALL ACCOUNTED STOCKS THROUGH MS EXCEL AND MS WORD
- CONDUCT COMPLIANCE CHECKING TO KNOW IF THE STORE IS COMPLYING FOR THE STANDARD OPERATING PROCEDURE.
- FILING OF DOCUMENTS
- TAKING SOME CUSTOMER CONCERN IF NEEDED.

COMPANY: PUREGOLD PRICE CLUB INC. – PHILIPPINES

POSITION: AUDIT STAFF (2006)

- PREPARING SALES REPORT AND ENCODE THE MISSING TRANSACTION.
- CONDUCT INVENTORY COUNTING OF STOCKS
- CONDUCT SPOT CHECKING OF CASHIERS FUND

Core Competencies

- Proficient with MS Office (Word, Excel and Power Point)
- Good communication and customer-service skills and can work well with others.
- Highly competitive, self-starter who is organized, disciplined and goal-oriented.
- Resourceful and committed. Versatile and adaptable.
- Has a strong leadership skill, honest and hardworking.
- Good in Oral & Written Communication.

EDUCATIONAL BACKGROUND

BACHELOR OF SCIENCE IN ACCOUNTANCY (BSA) S.Y. 2001-2005
City of Malabon University –Philippines

PERSONAL DATA

Civil Status: Single
Nationality: Filipino
Visa Status: Visit Visa (17/07/23)
Passport No: P8112007A
Date Issued: 27th July 2018
Valid Until: 26th July 2028

I hereby certify that the above information is true and correct to my best of my knowledge and my belief.