

ERRLEAA "KRYSTAL" ANGELA B. PADILLA

#34 VILLA 2 AL SATWA DUBAI, UNITED ARAB OF EMIRATES

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OBJECTIVE:

Seeking for a new, challenging work and position at a company where I can apply my work experience to build a new, enjoyable atmosphere and contribute my expertise and skills in different field of duty.

PERSONAL INFORMATION:

Birthday - August 2, 1992
Age - 31 years old
Status - Tourist Visa
Validity - 05/19/2024
Passport - P6513051B

EDUCATIONAL BACKGROUND:

BACHELOR OF SCIENCE IN ACCOUNTANCY GRADUATE

Lyceum North-Western University, Philippines

WORK EXPERIENCE:

NAI RCL PHILIPPINES - MAY 31, 2022- JULY 10, 2023

Property administrator

Duties and Responsibilities:

- Minimal supervision of Manpower Maintenances and Security Guards under Property Department.
- Preparing for purchase orders.
- Monitoring the beautification of the property including offices and perimeter.

- In-charge to handle petty cash allowances for the toiletries and other expenses of my department.
- Responsible for handling homeowners' association queries.
- Distributing of homeowners' monthly dues statement of account.
- In charge of registration of the company vehicles and insurances.
- Basic accounting debit credit and bank transaction cash deposit, encashments etc.
- Weekly reports for the dues collected from the payment of homeowners'
- Responsible to pay taxes and others government fees.
- Preparing for Monthly, Quarterly and annual report.
- Responsible for the accountability form for the company assets.
- Responsible to submit overtime, sick leave, vacation leave and holidays of my department.

AL MADANI GROUP OF COMPANIES - JANUARY 2015- JANUARY 2017

Cashier/Waitress

Duties and Responsibilities:

- Handling POS Machine taking of customers' orders and delivery orders.
- In charge of Daily sales report via email.
- Performing F&B duties and responsibilities.
- Making customers' orders.

Skills:

Computer literate MS word, excel, powerpoint, Shorthand Writing

REFERENCE:

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Ceo JetSet Pets Trading. United Arab of Emirates



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APPLICANT

