



LEALYN ALVAREZ



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Nad Al Sheba 4, Dubai, United Arab Emirates 00000

ADDITIONAL INFO

Date of birth : Sept. 18,1998

Nationality : Filipino

Availability: December 2023

SKILLS

- Bookkeeping Skill
- Soft Skill; Attention To Detail, Organization, Communication, Critical Thinking, And Detection.
- Computer literate
- Planning, Time Management, Hardworking And Effective At Multitasking
- Highly Trustworthy, Discreet And Ethical
- Financial Market and Forex knowledge

LANGUAGES

English: C2

Proficient

Tagalog: C2

Proficient

Arabic: A1

Beginner

SUMMARY

Dedicated accounting graduate with a keen interest in the forex industry. My self-acquired knowledge in forex trading strategies, risk management, and analytical skills make me a valuable asset for your telesales forex team. While lacking direct industry experience, Im committed to continuous learning and enthusiasm for mastering your trading platfrom. My blend of accounting and forex knowledge positions me as a valuable candidate ready to embark in this industry.

EDUCATION

2023

Power Technical Training Center | *Dubai, UAE*

KHDA Accredited : Bookkeeping - Accounting and Finance

2020

St. Vincent de Ferrer of Camarin | *Camarin, Caloocan city, Philippines*

Bachelor of Science: Accountancy

2019

Capiz State University | *Roxas City, Capiz , Philippines*

Bachelor of Science: Accounting Technology

EXPERIENCE

03/2019 - 12/2022

Forex Introducing Broker and trader (Part time)

Forex Brokers | Dubai, UAE

- Achieved goals by prioritizing tasks and maintaining a strong work ethic.
- Promoted sales, discounts, and merchandise options and interacted with customers, offered recommendations, upsold services, and promoted Forex and Broker Services.

01/2018 - 09/2021

Bookkeeper Staff

TERESA A. DANOS - BOOKKEEPING SERVICES | Roxas City, Capiz, Philippines

- Managed files for efficiency, addressed customer concerns, and escalated major issue and engaged with customers online and onsite to enhance service.
- Gained expertise in industry trends, process improvements, met schedules through planning, delivering accurate financial reporting and Proficient in bookkeeping, accounting, and tax preparation.

07/2019 - 03/2020

Finance/Accounting Staff

WIZZARD TECHNOLOGIES, INC | Pasig City, Philippines

- Improved processes, organized files, budget collaboration and revenue enhancement.
- Troubleshoot and diagnosed system issues and Proficient in bookkeeping, finance, and accounting.

07/2017 - 04/2019

Accounting Student Assistant (Part-time)

CAPIZ STATE UNIVERSITY - MAIN CAMPUS, ACCOUNTING OFFICE | Roxas City, Capiz, Philippines

- Assumed extra responsibilities to support team achievements and Alattentively listened to customers to address their needs.
- Managed inventory, journal entries, vouchers, student assessments, and tax remittance auditing.