



KATRINA CLARICE NIETO

+971 551906708
KC_NIETO@YAHOO.COM

OBJECTIVE

Primarily interested to work with a company that will enable me to develop my skills, educational background, and ability to work well with people for the benefit of the company and for the enhancement of my technical interest and career.

~Proficient in the use of computer
Microsoft Office Word, PowerPoint
and Excel
Basic Knowledge in
IDS Accounting Software
Peachtree Accounting Software
Sage CRM 2015
Wages Protection System (WPS)
Strataware (mystrata)

FINANCE EXECUTIVE • ADVANCED ELECTRO ENGINEERING INDUSTRIES LLC • JUNE 2015 TO PRESENT

Computation of Monthly Bill - Receive and verify invoice and LPOs. - Prepare batches of invoices for data entry. Responsible for filing of all important and Confidential Documents. - Encodes and Prepare Petty Cash – handle cash and cheques. Documentary Credit – Letter of Credit and Bill of Exchange.

ACCOUNTING ASSOCIATE • ZENERSOL SOLUTIONS • JUNE 2013 TO JUNE 2014

Admin works / Customer Service

Customer Service (answering tenants queries, thru email, phone calls and office and onsite visit) -Responsible for filling confidential documents - Collation of office supplies - Assisting General Manager and CEO for day to day basis – Data Entry. Provide support to the Collection and technical team-Utility Bills Payment.

Accounting works.

Computation and sending of Monthly Bills for two towers – (MAG214 Jumeirah Lakes Towers and Maze Tower Sheikh Zayed Road) Analyzing Monthly Bills – Weekly Reconciliation – Responsible for accounts payable and receivable including office bills - Weekly onsite cash and cheque collection for 3 Towers (Maze Tower, MAG214 and Latifa Towers) – Tracing all incoming and outgoing payments. - Data Entry – Going to the bank for cash and cheque deposit.

ACCOUNTING ASSISTANT • WINCHESTER GRAND HOTEL • JANUARY 2011 TO JULY 2013

Checking the Night Audit. - Daily Summary of Income & Expenses. - Responsible for filing of all important and Confidential Documents. - Encodes and Prepare Petty Cash. - Prepare invoices and sending to the designated client. - Preparing Statement of Accounts Responsible for Bank Transactions. - Receive and verify invoices. - Prepare batches of invoices for data entry.



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**ACCOUNTING ASSISTANT • KOUJIN CONSTRUCTION GROUP INC •
JANUARY 2010 TO NOVEMBER 2010**

Going on site to provide admin work for the workers - Encodes Purchase Orders and Prepares summary. - Preparation of Payment Request Summary. - Preparation of Petty Cash/Cash/Check Vouchers. - Monthly Summary of Detailed Project and Office Expenses. - Recording of Petty Cash/Cash/Check Disbursements. - Follow up Collection on Sales. - Monitors Accounts Payables & Accounts Receivables. - Responsible of Check Management & Scheduling of Fund Release. - Responsible for Bank Transactions - Budgeting

EDUCATION

Bachelor of Science in Business Administration Major in Banking and Finance
June 2005 to March 2009
Central Colleges of the Philippines

Bachelor of Science in Computer Science
Access Computer and Technical School
June 2004 to March 2005

PERSONAL INFORMATION

Address	:	Al Barsha 1, Dubai, UAE
Mobile #	:	+97155-190-6708
Email	:	kc_nieto@yahoo.com
Date of Birth	:	August 14, 1987
Nationality	:	Filipino
Status	:	Single
Language	:	Tagalog / English
Visa Status	:	Residence Visa



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REFERENCE

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