



PERSONAL DETAILS

Spain Cluster, International City, Dubai,
United Arab Emirates
Mobile: +971501419275

E-mail: arnold_cabiasa@yahoo.com
Marital Status: Married
Date Of Birth: August 24, 1977
Nationality: Filipino
Languages: English, Tagalog

AREAS OF EXPERTISE

- Customer Service
- Customer Relationship Management
- Business Management
- Accountancy

SKILLS

- Excellent Language Skills in (English and Filipino) both written and verbal
- Efficient with MS Office (MS Word, MS PowerPoint, MS Excel)
- Good Team Player
- Quick Learner
- Flexible and is able to work under pressure
- Skilled in Peachtree Accounting System, Great Plains Dynamic Accounting System, Zipdrive Car Rental System and Rent Centric Car Rental System.
- With UAE Driving License

Profile and Objective

Seeking an opportunity in a medium to large progressive organization where I will be able to make a positive impact using my skills, competencies and attitude. I have extensive experience (18 years) in driving customer satisfaction, customer loyalty and bottom line impact in both in UAE and Philippines. I have a strong education background backed by industry training and seminar.

WORK EXPERIENCE

● **FIDAN RENT A CAR L.L.C.**

Rental Sales Agent cum Accounts Assistant
Barsha Heights (TECOM), Dubai, United Arab Emirates
April 15, 2019 – August 17, 2021

- Officer-In- Charge. Overseeing general office operation such as Office Rent Renewals and Vehicle Renewals.
- Selling optional products for meeting customer wants and needs.
- Update rental files, notify customers of overdue rental vehicles and inquire on expected date of return and process rental extensions
- Posting of new rental agreements and closing the same in RTA system.
- Prepare monthly invoices and collect the payments promptly.
- Keeping record for service maintenance, tyre replacements and battery replacements.
- Preparing employee's monthly salary and WPS.
- Daily monitoring of company's sales, cash collections and disbursements.

● **TAG CAR RENTAL L.L.C.**

Rental Sales Agent cum Accounts Assistant
Dubai, United Arab Emirates
October 5, 2011 – March 31, 2019

- Provides frontline customer service and sell optional products for meeting customer car rental wants and needs.
- Coordinate and organize the car delivery & car pick-up, limousine and car replacement.
- Prepare monthly invoices of renters and collecting payments promptly. Maintains monthly reconciliation of invoices against payment received per renter's account. Follow-up the renewal of monthly contracts.
- Daily monitoring of GPS Tracking System and check for active GPS signal.
- Coordinate and organize the car passing of all vehicles and car registration renewals.
- Coordinate and process the Yearly Operating License at Federal Transport Authority.
- Prepare monthly employee's salary and WPS
- Responsible for company's daily collection report, daily monitoring of company's bank balances with regards to deposits and withdrawals.

REFERENCES

- Hipolito S. Reyes
Audit Manager
Nissan Car Lease Philippines
- Ersel Napa
Treasury Manager
Nissan Car Lease Philippines
- Thamil Chelvan
Operation Manager
Eurostar Rent A Car
+97142661117

- **EUROSTAR RENT A CAR LLC**
Rental Sales Agent cum Operations Assistant
Dubai, United Arab Emirates
August 18, 2007 – December 5, 2010

- Branch in Charge (Jebel Ali Branch) for eight (8) months.
- As Branch in Charge, responsible for business management, and proper handling of sales.
- Provides frontline customer service by processing rental contracts/agreements, selling optional services, answering customer questions, explain rental policies and procedures, sensing and responding to customer needs.
- Collecting of monthly rental payments for Spot Rental and Lease customers.
- Coordinate and organize the car delivery & pick-up, limousines and car replacement.
- Attending service and maintenance for vehicle complaints. Keep a record of maintenance, service, tyre change and battery replacements of fleet. Attending emergency breakdown of the vehicle for recovery and assist in the replacement of vehicles.
- Monitoring of complete vehicle movement, replacement, driver's activity and garage movement.
- Follow up repair estimates from garages and Service Order preparations.

- **Nissan Car Lease Philippines Inc.**
Accounting Assistant
Pasay City, Philippines
January 1, 2004 –April 12, 2007

- Responsible for maintaining cash receipt book and monitor carefully for bank transaction deposit and withdrawal.
- Maintain cash position and handle monthly bank reconciliation.
- Prepare schedule for unreleased cheque, outstanding cheque and deposit in transit.
- Conduct quarterly inventory of stocks, materials and unused supplies.
- Responsible for handling company's Petty Cash Fund replenishment and disbursements.

- **Nissan Car Lease Philippines Inc.**
Junior Auditor
Pasay City, Philippines
December 2, 1998 – December 31, 2003

- To assist all members of the management in the effective discharge of their responsibilities by furnishing them with analysis, appraisal, recommendations, and pertinent comments concerning the activities reviewed.
- Provides situational analysis when erring drivers will possible commit intentional mistakes.
- Issues recommendations, creates reports/memorandum and possible solutions to prevent possible intentional mistakes of drivers and other concerned personnel.
- Visit outlets and conduct spot checking of accountabilities such as cash sales, petty cash, property under custodial like vehicles assigned, outlet operational records and others.
- Creates reports concerning commendation and demotion of concerned personnel. Recommends possible preventions on errors noted as a result of audit.
- Assist in conducting physical inventory of company assets.
- Performs other function as maybe assigned by the Internal Audit Manager.

TRAININGS

- **Area Sales Staff Training Course**
Conducted by: Nissan Car Lease Phils., Inc.
May 6 – 8, 2002
- **Audit Committee Seminar**
Conducted by: Makati Cooperative Development Office
July 26, 2002

ACADEMIC QUALIFICATIONS

Bachelor of Science in Accountancy
Fatima College of Camiguin
Philippines
1994-1998

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

Arnold Lopecillo Cabiassa