



# Rhoda B. Paccarangan

## Objectives

I have experience with basic bookkeeping and accounting tasks, including, reconciling bank records, drafting financial documents and invoicing customers or collecting payments. I am currently seeking a position that will utilize my skills and experience in a company for growth & advancement.

## Personal Information

Mobile: +971502178917

E-mail: PaccaranganRhoda@gmail.com

Address: Dubai, UAE

Date of Birth: October 03, 1990

Visa Status: Resident Visa

Nationality: Filipino

Language: English, Tagalog, Basic Arabic

## Educational Background

### **Bachelor's Degree**

*Bachelor of Science in Education*

Isabela State University, PH (2006-2010)

## Skills & Trainings

- Personal Assistant
- First Aid & Safety
- Microsoft Office (Excel, Word, Outlook)
- Speed Typing, Computer Software & Hardware
- CRM software
- Bookkeeping
- Ability to develop and maintain long-term relationships.
- Capable of working under pressure with time constraints.
- Ability to be a team player & provide exceptional customer service.
- Excellent coordination, organization & time management skills.

## Work Experience

### **Accounts Assistant/ Receptionist**

#### **Al-Dalil Medical Center**

*Sharjah, UAE (September 2020 – Present)*

- Preparing financial documents such as invoices, bills, and accounts payable and receivable.
- Completing financial reports on a regular basis and providing information to the finance team.
- Assisting with tallying and budgeting financial plans.

### **Sales Executive**

#### **Malabar Gold & Diamonds**

*Ajman, UAE (February, 2020 – August, 2020)*

- Receive & engage the customer to understand the need of customers.
- Introducing various jewelry products & facilitating customer buying decision.
- Monitor stock in section & ensure adequate stock for sale.

### **Sales Associate**

#### **Millia Cosmetics/Oskar Cosmetics**

*Dubai, UAE (Jan, 2017-Nov, 2019)*

- Welcoming customers, answering their questions, aiding product location & providing advice or recommending products.
- Operating scanners, scales, cash, registers & reports of credit & debit sales.
- Accepting payments, providing receipts and ensuring all prices & quantities are accurate.

