



AISHA C. MICAIRAN

CONTACT:

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LANGUAGES:

- English
- Filipino

PERSONAL INFORMATION:

Gender : Female
Age : 27
Birthday : 3-27-1997
Birthplace : Philippines
Status : Married
Nationality : Filipino
Visa Status : Sponsored/
Dependent Visa

OBJECTIVE:

- To seek for a company where my skills, potentials, and education in the field of Financial Management, and experienced in my previous jobs will improve and provide valuable contributions to the company but also automate the working process to the best one, within or outside the country.

SKILLS SUMMARY:

- Customer Service skill
- Service-focused
- Communication skills (oral & written)
- Can work as a team or as an individual.
- Quick learner and willing to be train.
- Time Management
- Innovative
- Reliable & Adaptable
- Proficient in Microsoft Office
- Detail-oriented, Data-entry skill
- Basic knowledge in SAP ARIBA
- Basic knowledge in Tally ERP 9
- Basic knowledge in Pre-qualification (Vendor/Supplier Registration)

EDUCATIONAL BACKGROUND:

TERTIARY:

Adamson University (2013-2017)

900 San Marcelino St. Ermita, Metro Manila, Philippines "*Bachelor of Science of Business Administration major in Financial Management*"

Field of Study: Business Studies/Administration/Management

Graduated: October 2017

WORK EXPERIENCE:

2020 September to 2024 August - Global Industrial Equipments Sole Proprietorship L.L.C (GIE S P L.L.C)

Position: Accountant cum Procurement Coordinator

Specialization: Trading, Onshore and Offshore, Oil & Gas, and Facilities Services

Responsibilities:

- Routinely report/discuss with the Management regarding clarifications from clients and/or suppliers and other information needed.
- Assist the company in Pre-qualification to ADNOC and other EPC Companies.
- Create anew and sustain a current connection with clients by way of communicating through telephone calls and e-mail.
- Receive and review RFQ's (incl. general items, consumable items, spare parts, & etc.) from different clients.
- Compose and mail inquiries to suppliers/ manufacturers/ distributors/ agents, within local and international.
- Arrange with the suppliers for item costs along with important note, terms & conditions.

CHARACTER REFERENCES:

Ms. Maritess Dela Pena

Finance & Admin Manager
Global Industrial Equipments S P L.L.C
Muroor Road, Al Nahyan, Abu
Dhabi, U.A.E
+9715 0442 2956

Mr. Jamsheer Panniyangatu Parambil

Public Relation Clerk
Global Industrial Equipments S P L.L.C
Muroor Road, Al Nahyan, Abu
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+9715 0422 9818

Ms. Mary Grace A. Diez

General Accountant
Global Industrial Equipments L.L.C
Muroor Road, Al Nahyan, Abu
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- Estimate the pricing details including mark-up (subject to change) with review and approval from the management.
- Assist the Gen. Accounts in issuing Purchase Order (PO) to suppliers, preparing Invoices, and Delivery note (DN) to clients and coordinate with our logistic personnel for the deliveries on-time.
- Assist the Gen. Accounts in updating basic entries/posting in Tally ERP.
- Follow-up payments and coordinate an on-time collection.
- Acting as actual Cash/Petty-cash Custodian in the office.
- Prepares Financial Reports.
- Liquidation of Bank Statements/Bank-Reconciliation.
- Assist in VAT Calculations and VAT return submission monthly/quarterly.
- Prepares month-end computation of WPS and/or leave of employees. And upload it through Bank.
- Maintain an orderly records of received RFQs and Quotations sent to buyer (incl. item description, item cost, status, P.O price).
- Monitor on-going jobs, prepare and submit a report to the Management.
- Responsible for all follow-ups regarding submitted quotations and its status.
- Organize a filing system for important and confidential company document.
- Responsible for distributing Company profile and mail introduction to a targeted new and prominent client in the market.
- Accept calls from clients and/or suppliers answering questions or addressing any concerns they may have.
- Greet guests and visitors, handle their enquiries and direct them to appropriate concern person.
- Successfully complete other assigned tasks.

2018 June to 2019 October - Banco de Oro Unibank Inc. BDO

Position: Client Service Associate cum Universal Bank Teller

Specialization: Banking and Financial Services (Retail Banking)

Responsibilities:

- Perform counting cash, filing deposit slips and paperwork, managing ATM deposits, and balancing numbers at the end of the day.
- Responsible for providing accurate, efficient, and timely processing of Over-the-counter transactions pertaining to deposits, withdrawals, payments, foreign currencies, remittances, and other miscellaneous transactions.
- Ensuring completeness of checks sent out for clearing.
- Provide details about our product and services if the new/existing clients inquiries.
- Assisting in the implementation of marketing programs.
- Identify the client account type and ensure the transaction with their account is correct and well verified.
- Up selling life insurances, investments, and other products/services to our new/existing client.

- Answering queries about basic banking services; such as account balances and interest rates and fees, offering advice, and introducing new products.
- Help customers protect their accounts by reviewing suspicious activity, reversing transactions and reissuing compromised debit and credit cards.
- Successfully complete other assigned tasks.

2017 April to May- Bank of the Philippines Islands (BPI)

Position: On-the-Job Training (Trainee)

Specialization: Human Resource Management Group Head Office (Off-boarding Role)

Responsibilities:

- Encoding, scanning, and sorting files of the employees.
- Answering telephone calls from client's inquiries.
- Uploading 201 files in Microsoft Office Excel.
- Updating retired/resigned employees' record in MS Office Excel.
- Issuing final pay letter, quitclaim or undertakings with computation.

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

AISHA C. MICAIRAN
APPLICANT