

RIZALINA SOLOMON ICARO



K5 BUILDING, MURAQQABAT
ROAD DEIRA, DUBAI



0561140334



rizzaicaro@gmail.com



SUMMARY OF QUALIFICATION

Bachelor Degree Holder in Bachelor of Science in Accountancy.

Performance-focused, goal-driven, and highly motivated professional interested in pursuing a challenging career to utilize knowledge and skills honed from solid educational background and experience. Equipped with outstanding communication and interpersonal skills in addressing and resolving complex issues to ensure consistent delivery of top-quality service and customer experience. Effective at establishing rapport with various individuals of diverse background.

General function includes expense reports, control daily documents, screening phone calls, managing mails and schedules, manage office supplies as required. Collect and submit all necessary documentation in order to organize all employee official paperwork.

Enthusiasm, Work well under pressure. Hard working and fast learner. Professional interaction with customers, supervisors, and peers

Proficient with Microsoft Office Suite (Word, Excel, and PowerPoint).

AREA OF EXPERTISE

1. Accounting works

- Hold full accountability in processing daily transactions.
- Take charge of performing End-of-Day balancing report & month-end report.
- Manage VAT filing and remittance.
- Reconcile accounts, records, reports and journals.
- Custodian of accountable documents such as checks, official receipts and other documents related to overall functions as General Accountant

2. Dubai Land Department related works

- Developer and Project Registration
- Unit Registration (DSR and Oqood Procedure)
- DLD Settlement Procedure
- DLD Default and /termination Process
- NOC for resale.

3. Human Resource related works

- Payroll (WPS and Process)
- Gratuity and end of service pay.
- Check Annual leave / sick leave of employees

4. Administration works

- Filing of all the company documents such as trade license, MOL file, ejari and the likes
- Monitor and record phone calls.
- Coordinating office activities and operations to secure efficiency and compliance to company policies
- Develop and maintain a computer & manual filing system
- Ensures all business transactions are recorded and updated on daily basis.
- Prepare and submit timely reports / presentations as assigned.
- Coordinating with courier company for smooth dispatched of document and record of all the AWB and HAWB.
- Records of all
- Provides general support to the team as needed.
- General Office Management such as ordering stationary.

EMPLOYMENT HISTORY

ACCOUNTANT - HUMAN RESOURCE – ADMIN OFFICER
Mulkiti Document Clearing

March 2017 to April 2023

Sales Representative, Admin Officer
Bestcare Medical Equipment Trading LLC
Oud Metha

February to November , 2016

Admin Officer and
STFE Building Materials
Al Qouz, Industrial Area

November 2015 to January 2016

Accountant General
KINETECH MEDICAL EQUIPMENT LLC
OUD Metha Road, Dubai

December 2011 to May 31, 2015

BOOKKEEPER/DISBURSING OFFICER
PHILIPPINE NATIONAL CONSTRUCTION CORPORATION (PNCC) - SKYWAY
EDSA COR. RELIANCE STREET MANDALUYONG CITY

August 2001 to January 2009

BOOKKEEPER/DISBURSING OFFICER
HYDROCURE ENTERPRISES (PNCC – Sub Contractor)
NAIA TERMINAL 1 PROJECT, PASAY CITY

January 2001 to August 2001

BOOKKEEPER/DISBURSING OFFICER
PHILIPPINE NATIONAL CONSTRUCTION CORPORATION
PNCC- NAIA TERMINAL 1 & 2 PROJECTS

October 1996 to December 2000

ACCOUNTING CLERK
PHILIPPINE NATIONAL CONSTRUCTION CORPORATION (PNCC)
PNCC- NAIA TERMINAL 1&2 PROJECTS

April 1996 to October 1996

EDUCATIONAL ATTAINMENT

- HOLDER OF BACHELOR OF SCIENCE IN ACCOUNTANCY - MANUEL S. ENVERGA UNIVERSITY , PHILIPPINES
- HOLDER OF CERTIFICATE on CAREGIVING NC-II – PASIG CATHOLIC COLLEGE, PHILIPPINES

TRAININGS ATTENDED


HOSPICIO DE SAN JOSE, MANILA PHILIPPINES
: Elderly male section and Elderly female section
: Persons with Special needs section (physically and mentally handicapped)
SPECIAL CHILDREN EDUCATIONAL INSTITUTION, PASIG CITY
: Persons with special needs
PHILIPPINE NATIONAL RED CROSS, PASIG CITY
: Standard First Aid
: Basic Life Support /CPR

PERSONAL DATA

Date of Birth : June 19, 1971
Place of Birth : Candelaria Quezon, Philippines
Citizenship : Filipino
Civil Status : Single
Visa : End of Contract

- - - - References Available Upon Request - - - -

I hereby declare that all the above information is true and correct to the best of my knowledge.


RIZALINA S. ICARO
Applicant's Name