

RUBELYN BOA CAGUICLA



CONTACT:

Phone

+971 58 231 5698

Email

robycaguicla@gmail.com

Address

Al Barsha 1, Dubai, UAE

LANGUAGE:

English (Fluent)

Filipino / Tagalog (Native)

EDUCATION PROFILE:

**Bachelor of Science in Management
Accounting**
Batangas State University, Batangas, Philippines
2019 - 2023

CERTIFICATIONS AND TRAININGS:

- **Philippine Civil Service Eligibility (Professional)**
Released: November 2023
- **National Certificate III in Bookkeeping**
Awarded: February 2019
- **U.S. Certified Management Accountant(CMA) -Training Session on "Sustainable Finance"**
Awarded: March 2023

CAREER OBJECTIVE

To work in an organization that provides growth and learning opportunities which will utilize and strengthen skills for self-development and can also contribute in achieving my personal as well as organizational goals.

WORK EXPERIENCE

➤ **Accounting Assistant / Head Manager's Secretary**
CS Holdings International Inc. (Manila, Philippines)
August 2023 – May 2025

- Handle check and vouchers preparation for suppliers.
- Email and correspondence to customer payment.
- Answer phone calls and managing inquiries.
- Maintain accurate records of store transactions.
- Manage disbursements and cash sales using QuickBooks.
- Utilize SAP NetWeaver for processing store payment of Jollibee.
- Assisted monthly inventory and store cash audits.
- Prepare Statement of Account to collect Non-Cash Item paid by customer
- Reconcile digital payments and issued invoices to stores.
- Communicate with the managers of store regarding all the payment transactions.
- Collaborate with other teams to deliver exceptional performance.
- Coordinate logistics with the shipping of documents.
- Entertain and Assist visitors on arrival at the office.

SKILLS

- Proficient in Microsoft Office, QuickBooks and SAP Net Weaver Portal
- Knowledgeable in Accounts Payable and Account Receivable process.
- Hardworking and highly dedicated with sense of professionalism.
- Strong analytical and Communication skills.
- Organized and attentive to details.
- Time management
- Teamwork
- Adaptability

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

Rubelyn Boa Caguicla
Applicant

