

# CARLA LAURICE A. ALFONSO-DIZON



## Personal Information:

### EDUCATIONAL QUALIFICATION:

#### College Degree:

Bachelor of Science in  
**MANAGEMENT  
ACCOUNTING**  
2021-2024

### SKILLS:

- Data entry and management
- Knowledge in key accounting
- MS Word
- MS Excel
- Outlook
- Oracle Application
- Basic Quickbooks

### Known Languages:

English, Tagalog

**Gender:** Female

**Nationality:** Filipino

### Contact Numbers:

+971 50 267 1680

### Address:

Al Majaz Sharjah, UAE

### Email:

carlaurice.alfonso121  
@gmail.com

**Civil Status:** Married

# RESUME

## Position Applied: JUNIOR ACCOUNTANT

### Career Objective:

To be part of your reputable company using my experience. To enhance my knowledge in a position that the company acquires, and to contribute to the development of the company growth.

## WORK EXPERIENCES

### JUNIOR ACCOUNTANT

**Donawin Trucking**  
July 2023 -July 2025

#### Job Responsibilities:

- Records daily sales, collections, and disbursements.
- Receive collections from walk-in and regular customers and issue official receipts.
- Deposit daily collections.
- Prepares Daily Cash Position Report.
- Handle Petty Cash Fund.
- Checking invoices, billing and other supporting documents for payment processing.
- Get the orders of the customer and prepares the schedules of the drivers for the deliveries.
- Prepare bills and invoices for shipments.
- Generate daily records and on-demand reports of vehicle locations, driver performance, and other tracking data.
- Work with drivers, warehouse staff to coordinate routes, schedules, and the overall movement of goods.
- Manage and maintain vehicle tracking systems, monitoring vehicle locations, driver alerts (like speeding), and maintaining database information for vehicles and stops.
- Monitor the transit status of shipments and packages, identify delays or issues, and ensure timely delivery.
- Review and verify shipping documents, purchase orders, and logbook entries to ensure accuracy and compliance.
- Address customer questions and resolve issues related to deliveries or shipments with professionalism and efficiency.
- Follow up payments regarding outstanding balances by contacting the clients.
- Prepares any other duties that General Manager will require.

## **Key Skills and Competencies**

- ❖ *Solid working knowledge of MS Office with strong level of proficiency in Basic Computer Concepts such as Microsoft Windows, MS Word, MS Excel; and Oracle Financial Software.*
- ❖ *Knowledge of accounts receivable and accounts payable.*
- ❖ *Can work under pressure to meet deadlines.*
- ❖ *Flexible and a Team Player.*
- ❖ *Vendor relationship skills*
- ❖ *Proven ability to quickly learn and use new technologies.*
- ❖ *Detailed oriented.*

## **On the Job Training Experience Empowered Training Institute and Consultancy Inc. August 2024 – November 2024**

- *Assisted in tax compliance and process government remittances.*
- *Updated logbooks and facilitated client document handovers seamlessly.*
- *Worked with various agencies to confirm payments and maintain updated business records.*
- *Joined company meetings and seminars to enhance knowledge of tax updates and bookkeeping.*

*I would be glad to be a part of your prestigious office. I know I can enhance my knowledge & give my very best in return.*

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

**Carla Laurice A. Alfonso-Dizon**  
*Applicant*  
050 267 1680