

CURRICULUM VITAE



CRISTINA SUYA ELKALASH

Personal Data:

Date of Birth: 03/23/1981
Sex: Female
Citizenship: Filipino
Marital Status: Married

Contact Details:

Mobile: +97450689567
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Zone 37, Bin Omran, Doha
Qatar
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cristinaelkash@gmail.com

**Visa Status : Transferrable with
NOC**

CAREER OBJECTIVE

Seeking a responsible position as Accountant / Property Mngt /Admin Asst./Accounting Asst. or any job related, where my skills and experiences will prove as an asset to the company.

SUMMARY OF QUALIFICATIONS

- Dynamic and hardworking person with excellent spoken and written communication, interpersonal and computer skills who is detail oriented, well organized and has the ability to manage multi-tasking, and meet deadlines simultaneously under minimal supervision.
- Adapt easily to new concepts and responsibilities. Self-motivated and able to set effective priorities and implement decisions to achieve immediate and long-term goals as well as meet operational deadlines. Having the willingness to listen and to learn.
- Staying focused in demanding work environments, under deadlines and pressure conditions. Meeting challenges head-on and always finding a way to effectively complete multiple assignments or endeavour.
- Accounting software knowledgeable basically tally , peach tree and other accounting software.

WORK EXPERIENCES

August 2022 to Present

CARBON WHEELS

General Accountant

- * Handling the financial record of Carbon Wheels Bike Shop, CW-Café & Knowld Evenats and Management
 - * Reconciling the Company's bank statements and bookkeeping ledgers.
 - * Completing the analysis of the employees expenditures.
 - * Managing income and expenditures account.
 - * Generating the company's financial reports using income and expenditure data.
 - * Monitoring the company's finances based on financial status.
 - * Preparing the closing of accounts monthly for reporting purposes.
 - * Overall in-charge with the year end financial statement for audit Purposes.
- Keep the confidential document of the companies.

July 14, 2013 to August 24, 2017

**WILHELMSSEN SHIPS SERVICE
Doha, Qatar**

Junior Accountant

- * Handling book of accounts, entering journal entries in the system
- * Accounts payable in-charge up to cheque preparation for payment
- * Petty cash custodian

- * Bank reconciliation
- *Fixed assets in-charge
- *Sales Invoices daily recording
- *Cashflow monitoring and reporting
- *Assisting Financial Statement Preparation

August 25 2009 to September 25 2012

AMNS REAL ESTATE

Deira, Dubai, U.A.E.

(Accountant cum Manager cum Secretary.

General Accountant:

- *Handling book of accounts, entering journal entries in the system, bank reconciliation and preparing monthly reports; depreciations& amortization schedule; p&l.*
- *Preparation and schedule of payables cheque preparation, release of payments & petty cash fund in-charge.*
- *Monitoring of receivables and collections, PDC updation and posting in system.*
- *Over-all in-charge up to finalization.*

Admin. Head:

- *Monitoring performance of subordinates.*
- *Guarding of company interest in behalf of the owner.*
- *Supervision the situation of every building.*
- *Rental monitoring and in-charge.*

Secretary:

- *Sending emails, notices and letters to tenants, construction companies, banks, etc.*
- *Prepare time schedule of meetings, deadlines and travel schedules.*
- *Receiving and keeping all confidential documents of company.*

March 2008– July 2009

QUEENCARISH REALTY CORP.

QUEZON CITY, PHILIPPINES

Accountant

September 2006 – January 2008

DAILY SUPERMARKET

QUEZON CITY, PHILIPPINES

Accounting Assistant

September 2003 – July 2006

S.O.G. MFG. CORP.

MARIKINA, PHILIPPINES

Accounting Staff

November 2002 – July 2003

TORRIJOS PAWNSHOP

NUEVA ECIJA, PHILIPPINES

Bookkeeper

EDUCATIONAL BACKGROUND

Tertiary(1998 – 2002)

PHILIPPINE SCHOOL OF BUSINESS ADMINISTRATION
Quezon City, Philippines
Bachelor of Science in Accountancy
Graduated - 2002

Secondary(1994 – 1998)

MASBATE NAT'L COMPREHENSIVE HIGH SCHOOL
Masbate City, Philippines

Elementary(1988 – 1994)

ARMENIA ELEMENTARY SCHOOL
Armenia, Uson, Masbate, Philippines
Graduated with Honor

SPECIAL SKILLS

- Accounting Software Literate.
- Proficient in Microsoft Office.
- Well experienced in accounts and sound knowledge in sales operation.
- Experienced in administration and managerial position.
- Fluent in English language

DECLARATION

I hereby declare that all the above furnished details and particulars are true to the best of my knowledge and belief.

Sincerely,

CRISTINA SUYA ELKALASH