

Ma. Carmela De Pedro

WORK EXPERIENCE

Swissotel Clark

Position: Accounting Assistant

Specialization: Finance - General

Nature of Work: Reviewed and verified daily outlet transaction summaries by reconciling system reports with manual records to ensure accurate settlements, examined cash, card, room charge, and internal transactions for compliance with internal controls, performed reasonableness checks on voided transactions in coordination with the Income Audit team, and verified proper documentation and authorization of food and beverage discounts while maintaining accurate and confidential financial records.

EDUCATION

2022-2025

Bachelor's College Degree

Holy Angel University (HAU)

Bachelor of Science in Management Accounting

2020-2022

Senior High School Diploma

Holy Angel University (HAU)

Accountancy, Business & Management (ABM)

2016-2020

High School Diploma

ACHIEVEMENTS

2023 - 2025

Holy Angel University

- School of Business & Accountancy Student Council - Junior Leader
- Member of Junior Philippine Institute of Accountants and Auditors - United Inc.

2024

Holy Angel University

- Dean's Lister

2016 - 2020

Philippine School Doha

- Top Student

CERTIFICATIONS

2024

Xero

2023

Smartbooks

2023

Power BI

SEMINARS

2024

Values Integration

2023

Mastering Xero Navigating The World of Cloud Based Accounting



OBJECTIVE

To obtain an entry-level position in accounting or finance where I can apply my knowledge in management accounting, further develop my skills, and contribute to the organization's financial efficiency and growth.

PERSONAL INFORMATION

Nationality: Filipino

Mobile: +974 51779699

Email: macarmela.dp@gmail.com

Address: Doha, Qatar

SKILLS

- Proficiency in the following programs: MS Word, MS Excel, and MS PowerPoint
- Financial Reporting
- Basic Bookkeeping
- Data analysis and documentation
- Communication and writing skills
- Attention to detail
- Adaptability skills
- Time management & teamwork

LANGUAGES

English

Tagalog