

KHEILA MARIE A. ALMAZAN

Zone 38 Street 930 Bldg. 10, Qatar | kheilaalmazan8@gmail.com
+97439986766



PROFILE

I am a target driven person who enjoys a challenge. I am very committed to making a success of anything I undertake. I am hardworking, ambitious and I understand the value of teamwork. In each job I have undertaken, I have advanced quickly due to my work ethics and my ability to provide a high level of customer satisfaction. I can do multitasking and can work under pressure. I manage my time wisely and finish all the given tasks on time.

EDUCATIONAL BACKGROUND

- **Bachelor of Science in Accountancy** **2013-2017**
Urdaneta City University
Pangasinan, Philippines
- **Laoac National High School** **2009-2013**
Pangasinan, Philippines
- **Don Rufino Tabayoyong Central School** **2003-2009**
Pangasinan, Philippines

WORK EXPERIENCE

- **CASHIER** **Oct. 2022-Jan 2026**
Saudia Hypermarket
New Rayyan, Doha Qatar
- **GENERAL LEDGER BOOKKEEPER** **Apr. 2019-May 2022**
Rural Bank of Central Pangasinan
Pangasinan, Philippines
- **SALES RECEPTIONIST** **Sept. 2018-Mar 2019**
BHF Pawnshop and Gemline Centre
Pangasinan, Philippines
- **TELLER** **Jan. 2018-June 2018**
M. Lhuillier Financing Services Inc.
Pangasinan, Philippines

SKILLS

- Bookkeeping and Financial Statements
- Managed income and expenditures, bank reconciliation
- Performed other administrative and documentation tasks
- Microsoft Applications (MS Word, Excel, PowerPoint etc.)
- Point of Sales and other accounting software
- Critical thinking and problem-solving abilities
- Communication, leadership and Organizational skills
- Time management, adaptability and flexibility

LANGUAGE

- Filipino (Native)
- English (Fluent)
- Arabic (Beginner)