

Christine Prades

Al Barsha 1, Dubai, United Arab Emirates
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Nationality: Filipino | Visa Status: Visit Visa
Age: 29 yrs old
Gender: Female



PROFESSIONAL SUMMARY

Experienced Administrative Assistant and Data Entry Clerk with expertise in managing operational tasks, processing data, and providing administrative support. Proficient in financial reporting, data entry, and using software like SAP, Netsuite, Google Sheets, Zoho, and Microsoft Office. Known for excellent multitasking, attention to detail, and a proactive approach to problem-solving.

OBJECTIVE

To contribute my skills and knowledge to support company goals and grow professionally in a dynamic environment.

WORK EXPERIENCE

Accounting cum Admin Assistant (Processing)

Just Migrate Now, Tiffany Tower JLT 1, Dubai, UAE

Nov 2024 – Present

- Process accounts payable/receivable, payroll, and invoices.
- Manage financial records, bank reconciliations, and month-end closing.
- Coordinate office supplies, employee records, meetings, and travel arrangements.
- Assist with expense reports, financial statements, and prepare reports.

Operations Assistant

Norvic Drug Corporation, Makati City, Philippines

Feb 2024 – Oct 2024

- Managed sales invoices, reconciled accounts, and monitored inventory.
- Handled communications and ensured smooth operational flow.

Sales and Operations Assistant

Whiteplane Inc. (Dyson), Manila, Philippines

Jul 2022 – Feb 2024

- Consolidated data, processed shipping manifests, and supported sales forecasting.
- Created monitoring templates and assisted with billing and inventory tracking.

CMD Data Processor

NutriAsia Inc., Taguig City, Philippines

Mar 2021 – Jul 2022

- Processed data, reconciled financial records, and managed e-commerce sales invoicing.
- Assisted in preparing financial reports and project management.

Administrative Assistant (VCG-CSG)

NutriAsia Inc., Taguig City, Philippines

Sep 2018 – Sep 2019

- Managed meetings, office supplies, and documentation.
- Handled reimbursements and coordinated office operations.

Data Entry Clerk (RSBO)

NutriAsia Inc., Taguig City, Philippines

Jan 2018 – Sep 2018

- Processed and entered data, improving order tracking and inventory accuracy.
- Maintained and updated customer accounts.

Modern Trade Checker

NutriAsia Inc., Taguig City, Philippines

Jul 2017 – Jan 2018

- Resolved discrepancies in purchase orders and ERP data.
 - Verified and monitored purchase orders.
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EDUCATION

Bachelor of Science in Office Administration, Office Management

STI College Sta. Mesa, Sta. Mesa, Philippines

May 2014 – May 2016

SKILLS

- Microsoft Office (Excel, Word, PowerPoint)
 - Google Sheets & Zoho
 - SAP, Netsuite, ERP Systems
 - Data Entry & Financial Reporting
 - Time Management & Multitasking
 - Corporate Communications
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CERTIFICATIONS

- Learning Data Analytics, LinkedIn (2021)
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AWARDS

- Employee of the Month, Just Migrate Now (January 2025)