



KEZIA MAE MAGPANTAY MAIQUIS

ACCOUNTING AND ADMINISTRATIVE PROFESSIONAL

Principled & highly motivated Accounting Professional with more than 3 years of experience in procurement of accounts related to automotive and estate development. Goal driven, collaborative and an effective team player who can carry out complex assignments, meet tight deadlines and deliver superior performance. Operates with a strong sense of urgency and thrives in a fast-paced setting.

Diera, Dubai, UAE



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HIGHLIGHTS OF QUALIFICATIONS

- ✓ Bachelor's Degree in Accounting Management at Batangas State University – Philippines
- ✓ 3+ years of experience in Accounts related jobs
- ✓ Expertise in Accounts Management including Accounts Payable & Accounts Receivables
- ✓ Expertise in preparing Purchase Orders & Invoicing



PROFESSIONAL EXPERIENCE

H & H Procurement LLC, Dubai, UAE

"H&H Procurement LLC is part of H&H Investment and Development which is a Dubai based real estate development company who has rapidly expanded its activities and now offers, through its different business divisions, a wide range of real estate related services".

Dubai, UAE

Accounts Coordinator

August 2017 – October 2019

- Prepares a weekly project statement report
- Generating Purchase Orders
- Prepares Statement of account for each supplier
- Reconciliation of orders vs the actual delivered items
- Answering inquiry calls from suppliers and clients
- Review and reconcile invoices as per the contract with suppliers
- Resolve invoice details and amount discrepancies
- Reconciles vendor statement of accounts
- Monitor payment status of accounts
- Verify and process all accounts payable documents
- Update and maintain accounting tracker updated
- Maintain accounting payable files
- Provides general support to accounting and finance department
- Perform day to day financial transactions including: verifying, classifying, computing and recording accounts receivables' data
- Prepare clients and vendor invoices
- Reconcile the accounts receivable ledger to ensure that all payments are accounted for and properly closing
- Facilitate payment of invoices due by sending reminders and contacting clients

PROJECTS UNDERTAKEN

- The Address Downtown Dubai, Dubai, UAE
- The Address Dubai Mall Hotel, Dubai, UAE
- The Address Fashion Avenue Hotel, Dubai, UAE – Mock Up
- The Address Sky View, Dubai, UAE

Best Southern Genesis Motors, Inc., Calamba, Philippines

"Mitsubishi Motors Philippines Authorized Dealer – leading authorized dealer of Mitsubishi Motors in the Philippines which is committed to a dynamic work performance and unrivalled passion for excellence in the automotive industry"

Accounting, Credit & Collection Staff

December 2014 to November 2016

- Performs regulatory compliance testing, validation and reporting focusing on the loan business (credit evaluation, underwriting, release and repayment) and related party transactions of the Bank
- Exposed and accomplished variety of routine and clerical duties in accordance with standard procedures to aid in the collection of delinquent accounts. Maintains demographic records, prepares follow-up letters, verifies date and resolves routine problems

- Prepares statement of accounts for collection as well as invoices for sales transaction and inventory
- Acts as bank financing coordinator and verifier of company issued purchase orders
- Performs limited research in preparation for updating records, such as tracing customer mailing address and ensures strict confidentiality of financial records
- Summarizes vehicle invoices on a monthly basis with Gross Sales & VAT details
- Monitors daily car unit purchases and releases
- Prepares monthly summary of outstanding vehicle inventory units
- Functions as substitute or reliever to other accounting staff role or position
- Other administrative task that may be assigned by the management
- Adhere to all company policy, rules, regulations and standards

Receptionist cum Accounting Staff

- Responsible for answering incoming calls
- Assist and answer customer inquiries and other related services
- Assist all walk-in customers

Mount Makiling Rural Bank, Inc.

Calamba City, Laguna Philippines
June, 2014 to November, 2014

Accounting Intern

- Assist in preparing loan application and documents
 - Assist in answer customer inquiries related to branch details, remittances, bank transactions, exchange rates and other related services
 - Maintains an efficient and effective filing system related to Bank loans
 - Provides account services to customers by receiving deposits and loan payments, cashing checks, issuing savings withdrawals, answering queries from customers on phone about other bank services
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EDUCATION

Bachelor of Science in Accounting Management

December 2014

Batangas State University - Philippines



PERSONAL & OTHER RELEVANT INFORMATION

- Birthdate: May 10,1993
- Single
- Catholic
- Filipino Citizen
- Proficient in English both written and verbal
- Ability to work with minimal supervision
- Able to analyze problems and develop technical solutions
- Flexible and willing to travel
- Computer literate – Microsoft Office (Word, Advanced Excel, Power Point, Outlook)
- Proactive to do work in challenging environment and willing to accept responsibilities
- Self-confident and hardworking
- Flexible, fast learner and eager to learn new things
- Possess good administrative and customer service skills

I hereby certify that the aforementioned information above are true and correct upon the best of my knowledge and ability.

KEZIA MAE MAGPANTAY MAIQUIS

Applicant