

Kristabel Mangubat

Accountant

Dubai

kristabelemangubat7_nv3@indeedemail.com

00971 52 453 2867

A person, who is efficient, organized, knows how to manage time and does not limit herself in helping out other colleagues. Having a strong accounting background with knowledge of the latest office management techniques and experience of using specialist software packages. Keen to find a challenging position within an exciting employer where I will be able to apply the knowledge that I have learned from my previous employment and to acquire knowledge and potentials about the position I'm applying for.

Address

Discovery Gardens Bldg. 3 Room 501 Jebel Ali, Dubai, United Arab Emirates

Willing to relocate: Anywhere

Work Experience

Finance Control Analyst / Record to Report Analyst

Philip Morris International - PMFTC Inc.

October 2012 to October 2019

Finance Control & Records to Report Analyst- Finance Department

Philip Morris International (PMFTC Inc.)

Imus Cavite & Palawan, Philippines

October 2012 – October 2019

- v Ensures that operational and financial controls, SOX and company Practices & Principles are in place.
- v Provides timely and accurate inputs or propose solutions to Head of Sales Finance on ongoing initiatives, Sales Office concerns, and potential areas of improvement in the Sales Area of Responsibility
- v Performs audits on financial transactions to ensure compliance thru Trade AR confirmation and surprise stock count in Panel, Warehouse and office expenses.
- v Provides foresight and protect business from internal and external risks, through predictive analytics and reporting
- v Creates and monitor a system of controls and procedures for the management of the company assets
- v Ensures compliance on regulatory requirements such as Creditable Withholding Tax, Business Permit, financial controls and with relevant company Practices & principles including Fiscal Compliance Policies and SOX Requirements.
- v Prepares regular and ad hoc Finance-related reports as required by the business.
- v Provides timely, accurate and reliable financial information to Sales Manager, Supervisors and Head of Sales Finance on items, related to Sales, Credit and collections management.
- v Ensure accuracy and completeness of reported sales, revenue, inventory

movements and remittance before finalization, its supporting documents and its input in the appropriate sales system.

- v Prepare regular and ad hoc Finance-related reports as required by HQ and the business.

- v Identify and analyze sales trends, financial performance and other sales initiative to provide inputs required for business decisions and recommendations for improvement.

Accountant – Finance & Logistics Department

Philip Morris International (PMFTC Inc.)

Imus Cavite, Philippines

- v Ensure accuracy, timeliness and completeness in preparing and updating branch ledgers, balance sheets, reconciliation with branch ledgers and ensuring supports are valid.

- v Prepare, consolidate and submit supporting documents for issuance of credit/debit memo either by Sales Finance HQ to the Sales Office, or by the SO to the salesmen, including Expanded Withholding Tax certificates, trade support documents, and inventory-related documents.

- v Orders and received stocks in the inventory system in coordination with the Sales Office Manager.

- v Act as the primary custodian of key branch documents: Daily Sales Activity Reports, used and unused invoices and related supports. Cashier - Finance Department

Philip Morris International (PMFTC Inc.)

Cashier - Finance Department Philip Morris International (PMFTC Inc) Batangas City, Philippines

- v Responsible in coordinating with the bank for related services such as check warehousing and preparation of related banking reports for submission to Treasury HQ.

- v Managing revolving funds including disbursements of vendor payments, reimbursements of expenses, monitoring revolving fund levels, and submission of branch expense report to Accounts Payable.

- v Analysis and explanations relating to aging accounts receivable, bounced checks, credit extended and bad debts.

- v Records Information Management filing and safekeeping.

- v Encoding of invoices in the system.

- v Bank Reconciliation.

- v Processing of invoices, payments and other related transactions to the system. Cashier - Finance Department Philip Morris International (PMFTC Inc.) Batangas City, Philippines

- v Responsible in coordinating for the bank with related services such as check warehousing, cash pick-up and preparation of related banking reports for submission to treasury department.
- v Managing revolving funds including disbursements of vendor payments, reimbursements of expenses, monitoring revolving fund levels, and preparing all reports related to accounts payable.
- v Analysis and explanations relating to aging accounts receivable, bounced checks, credit extended and bad debts.
- v Encoding of all payments received in the system.
- v Supervising teller and provide development plan.
- v Bank reconciliation.
- v Budget controlling, monitoring and preparing accruals for monthly, quarterly and for the whole year.
- v Accurate Analysis of accruals.

Office Cashier

Metrolux Trading Corporation - Batangas City

January 2012 to September 2012

Responsible in coordinating with the bank for related services such as check warehousing and preparation of related banking reports for submission to Treasury HQ. (E.g. Bank Reconciliation)

- ❖ Managing revolving funds including disbursements of vendor payments, reimbursements of expenses, monitoring revolving fund levels, and submission of branch expense report to Accounts Payable.
- ❖ Analysis and explanations relating to aging accounts receivable, bounced checks, credit extended and bad debts.
- ❖ Escalating issues to supervisor for resolution.

Collection Assistant

South Asialink Credit Corporation - Lucena

June 2010 to October 2010

Responsible in daily, monthly and weekly collection report; bounced check report

- ❖ Preparing documents needed for collections
- ❖ Coordinating with the head office for collection monitoring, customers' accounts monitoring and delinquent account monitoring
- ❖ Managing revolving funds including disbursements of vendor payments, reimbursements of expenses, monitoring revolving fund levels, and submission of branch expense report to Accounts Payable.

Cashier

Jollibee Foods Corporation - Lucena

April 2005 to September 2005

Responsible in order taking, suggestive selling, preparing and assembling the order, receiving the payment, cleaning the areas, food serving, cashiering.

Cashier

Kentucky Fried Chicken - Lucena

July 2003 to January 2004

Responsible in order taking, suggestive selling, preparing and assembling the order, receiving the payment, cleaning the areas, food serving, cashiering.

Education

Bachelor of Science in Hotel and Restaurant Management in Hotel and Restaurant Management

Manuel S. Enverga University Foundation

Skills

Accounting (8 years), Cash Handling (4 years), Bank reconciliation (4 years), Internal control (3 years), Microsoft office (9 years), Budget (3 years), Inventory (3 years), SAP (2 years), SOX (2 years), Accounts Payable (4 years), Accounts Receivable (4 years), Risk Assessment (2 years)

Additional Information

Area of Expertise

- Hospitality
- Cash Management
- Accounting Management
- Administrative Support
- Financial Analyst
- Records Information Management

- Costing

Key Skills

- Good Communication
- Problem Solving
- Team Player
- Internal Audit
- Risk Assessment
- Basic Accounting
- Accounts Receivable
- Budget Monitoring
- Credit Risk
- Internal Controls
- Office/IT Software
- Data Encoding
- Permit Applications
- Data Validation
- Bank Reconciliation
- Time Managemnet

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