

# Al Mankhool Bur Dubai

Dubai

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+971 55 982 2746

- QuickBooks
- Microsoft Office
- Time Management
- Critical Thinking
- Handling Pressure
- Leadership
- Account Reconciliations
- Accounts Receivable
- Accounts Payable
- Cash Management
- Disbursement Management
- VAT/Tax Compliance
- Payroll Accounting
- Project Cost Accounting
- Government Compliance
- Creative Problem Solving
- Works well alone or as part of team

## Work Experience

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### **General Accountant - Senior**

Urban Housekeeping Cleaning Services LLC - Dubai

June 2019 to Present

Supervise all regular accounting process such as A/P and Journal Entries plus monthly closure accounts.

- Prepare and submit Monthly Financial Reports to the Management.
- Process and calculate Payroll for less than 100 employees.
- Monitor credits and collections and sending invoices through email.
- Analyze and forecast financial requirement for organization.
- Monitoring and reconciliation of daily Booking from 6 zones.
- Supervise and ensure efficient working of all financial transactions in organizations.
- Monitor and implement all accounts payable check activation and write transactions.
- Monitor account reconciliation, tax and calculations inclusive of data recording processes.
- Prepare account reconciliation process on monthly

basis.

- Administer all bank transactions and oversee data recording procedures monthly.
- Analyze different general ledger accounts regularly.
- Collate bank statement on monthly basis
- Design and prepare audit schedules for external audit processors.
- Manage and maintain finance related programs and documents inclusive of future plans and programs
- Evaluate current methods and processes inclusive of upgradation of process development.

## **Senior Accountant**

Structural Glass, Inc

August 2016 to January 2019

- Created financial reports and supported all areas of responsibility within a 3 person finance team
- Analyzed, examined, and interpreted account records, compiled financial information, and reconciled reports and financial data

John Rafaela S. Morales

General Accountant - Senior

Sr. Finance & Accounting Analyst with 5+ years of working experience in ledger processes, account reconciliations, financial reporting and streamlining accounts. Seeking to leverage accounting expertise where extensive experience will be further developed and utilized.

## Education

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### **Bachelor of Science in Accountancy**

Jose Rizal University

2017 to 2018

### **B.S in Financial Accounting**

University of the City of Manila - Manila

2010 to 2014

## Skills

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Quickbooks, Tally System, Cash Management, Financial Reporting, VAT, Accounts Receivables, Accounts Payables, Human Resource, Payroll Accounting

## Links

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<http://www.linkedin.com/in/ellamorales>