

# Ana Sibonga

Sharjah

[anapercesibonga4\\_rqc@indeedemail.com](mailto:anapercesibonga4_rqc@indeedemail.com)

+971 50 7571968

I desire to join as an Accountant in a company that has vision for growth and advancement. In the long term, I aim to reach Senior Management level and further my growth with your team that will contribute to the company's advancement.

## Work Experience

---

### **Member**

SNTTA Cargo

August 2006 to Present

Sharjah - UAE

Accountant

### **AR-Management Analyst-foreign Accounts**

2GO Logistics - Manila

January 1997 to July 2006

### **Travel Manager**

International Inc - Manila

January 1990 to December 1996

Philippines

Financial Analyst

Duties & Responsibilities

- Responsible for the Preparation of Airline Sales Report of GSA & Non-GSA Airlines.
- Prepares IATA CASS Payment & Airline Payments.
- Prepares the reconciliation of CASS billing against airline sales report & coordinates with airlines if there are some disputes.
- Coordinates with airlines for the requisition of AWB stocks and prepares monthly airway bill stock report.
- Responsible for the issuance of AWB stocks to agent
- Handling cash in and out on a daily basis, all checks receivable, petty cash, and ensure cash vouching and handling.
- Preparation of journal entries for all payables & other related accounting entries
- Responsible for the overseas accounts receivable & accounts payable, facilitates overseas communication with overseas agents & prepares reconciliation of accounts receivable & accounts payable.
- Preparation of online banking payments and fund transfer payment.
- Obtaining safekeeping of the daily cash collections and ensuring the same is deposited to the bank in tact on daily basis.
- Reviews CI Report and ratio analysis based on financial statements submitted by customers.

- Prepares recommendation report for denial or granting of credit line and corresponding credit limit and terms, if applicable.
- Forwards recommendation report and other documents to Account Receivable Management Manager.
- Responsible for the Accounts Receivable and Accounts Payable of more than 200 overseas aging.
- Prepare monthly statement, projected collections and reconciliations, and numerous analyses including revaluation of overseas transactions, inter-company accounts and agents.
- Prepare journal entries to effect settlement made with overseas agent.
- Facilitates communication with agents overseas.
- Responsible for resolving the outstanding cash advances, suspense and accruals.
- Prepares Aging schedule of accounts receivables.
- Classify the transactions according to the Generally Accepted Accounting Principles, the company's Chart of Accounts and ensure validity and correctness of the amount journalized with complete supporting documents.
- Responsible to do variance analysis and submit explanation to all concerned.
- Monitor completeness of journal vouchers prepared during the month.
- Ensure all transactions posted in the general ledger are also posted in the subsidiary ledger on the same month
- Proficiency to present and discuss validity of transactions, recommend adjustments and attach complete supporting documents after reconciliation
- Prepare, analyze and recommend action plans, policy change and rate/entry adjustments.
- Identify and check the causes of posting failure and do necessary actions, solutions and communicate errors to avoid recurrence.
- Maintain complete and organize files of all accounting documents according to standards with facility of speedy retrieval
- Keep and maintain book of accounts and back up files
- Prepare customer profitability sheet, analyze and recommend strategy to increase margin.

## Education

---

### **Bachelor of Science in Business Administration in Accountancy**

Lyceum of the Philippines University

1985 to 1989

## Skills

---

Attentive to details, actions\results oriented, influence and negotiation, communication skills, perseverance. Maturity, patience and ability to draw out resolutions in the organizations favour. Proactive approach towards expected standards of service levels.

Efficient in Microsoft Word, Excel, PowerPoint, Internet Explorer