

Charlene Lavente

Dubai

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Work Experience

ACCOUNTING SUPERVISOR

Newsounds Broadcasting Network Inc

July 2019 to January 2020

Reviewed and ensured correct daily journal entries for both collection and disbursement accounts. Demonstrated an in-depth knowledge of VAT utilized to check VAT reporting for the company. Performed bank reconciliation for both collection and operational accounts. Reported and presented directly to the board of the directors regarding the company's monthly financial performance.

Oversaw the Central Accounting Department of the company.

Managed and led the scheduling of workloads for the Central Accounting Department.

Assisted with addressing the issues and questions of other departments related to audit and accounting.

Evaluated business processes for effectiveness and efficiency and provided recommendations for improvement.

Streamlined and improved current processes to achieve efficiency and best practices.

Accomplishments:

- Successfully developed and established a memorandum for the preparation of VAT reporting.
- Reported monthly to the board meeting
- Prepared and submitted reports to the board on time.

ACCOUNTING ASSOCIATE

Mandurriao Star Inc

July 2017 to January 2019

Handled all accounts payable activities and executed reports for management purposes.

Provided reportorial requirements for company's accounting manager.

Met deadlines consistently for all daily activities in effort to provide excellent customer service.

Demonstrated analytical and communication skills by resolving inquiries from clients.

Coordinated with head office and other branches regarding daily activities through email and phone.

Handled audit works for the company's daily transactions.

Timely and accurately e-filed all the company's

consolidated taxes (Expanded withholding, compensation withholding & VAT).

Participated in cyclical audits of the company.

Reconciled individual terminal ratings with IT generated reports.

Performed ad-hoc management related request and analysis.

Prepared and consolidated the expanded withholding taxes for 5 branches.

Accomplishments:

- Monitored and uncovered overpayment of the electricity and utilities expenses for the year 2017-2018 comparing the actual reading vs billed. Resulted to company savings of more than PHP 500,000.
- Reconciled all the long outstanding billings for the company's Marketing Department.
- Processed timely and accurately all the company's weekly payables.
- Performed timely & accurately daily sales audit.
- Minimized intercompany payables at year end.

- SKILLS

Analytical Audit Detail oriented
Management Results driven Written and Verbal

Oracle Team Player Organized

- REFERENCES

Available upon request

Education

BACHELOR OF SCIENCE IN ACCOUNTANCY in ACCOUNTANCY

St. Vincent College of Science and Technology

2016