

NIKOLE SARMIENTO COLLERA

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PROFILE SUMMARY

An experienced Accountant in the field of Real Estate and Construction Industry with a broad expertise in corporate finance, tax management, reporting research results, statistical analysis, and strategic planning through an excellent work ethic integrated with proven ability in leadership and thorough commitment to professional excellence.

WORKING EXPERIENCE:

Sun Middle East Electromechanical Works L.L.C.

General Accountant cum Public Relations Officer (PRO)

April 12, 2016 to Present

Responsibilities as General Accountant

- o Handles QUICKBOOKS and TALLY (starting Jan 1, 2018) Accounting Software
- o Ensuring that Government compliance such as filing and ensuring that the VAT Payable is paid in quarterly basis.
- o Ensuring accurate and timely monthly, quarterly and year-end close of all financial statements and information.
- o Ensuring accurate and timely processing of payment transactions.
- o Ensure the monthly and quarterly Bank Compliance activities and Bank Reconciliations are performed in a timely and accurate manner.
- o Monitors and analyses department work to develop more efficient procedures and use of resources while maintaining a high level of accuracy.
- o Assist in the development and implementation of new procedures and features to enhance the workflow of the department.
- o Work with each direct report to establish goals and objectives for each year and monitor and advice on the progress to enhance the professional development of staff.
- o Support the management with special projects and workflow process improvements.
- o Participation in preparing annual audit pack and Coordinating with internal and external Auditors.
- o Process vendor and supplier invoices, in a timely manner, verifying accuracy, approvals and account coding in accordance with company requirements.
- o Posting expenses to appropriate accounts with allocation to the cost centers in Accounting System.
- o Prepare monthly payment plan based on creditors aging report, Fund availability & priority listing.
- o Month wise reconciliation of creditor ledger with their SOA. Identify and resolve discrepancies.
- o Prepare and analysis of creditors aging reports and submitting the same to Management.
- o Prepare and maintain creditor's data base/supplier master files & contracts/agreements.
- o Preparing SIF files and salary payments processing through WPS system.
- o Processing and payments of Annual leaves and Staff EOS benefits.
- o Reconciliation of Staff EOS, Leave and Airfare Provisions and record adjustment entries.
- o Preparation and checking the final settlement computations and posting related entries in system.
- o Posting Receipt Vouchers to Accounting Software Daily.
- o Reconciling / analysis bank statement with GL balance and ensure journal entries are posted.

Responsibilities as Public Relations Officer (PRO)

- o Monitoring all employees' document expiration such as Passport, Labour Card, Emirates ID and Residence Visa. Further delivering effective services with regards to via renewals, medicals and activities related to immigration.
- o Developing manpower strategies along with senior management in order to ensure contract compliance in line with UAE Labour law.
- o Assisting the business with fulfilling manpower requirements in a quick and timely manner.
- o Renewing Business documents such as but not limited to Trade License, Vehicle License, and Rent Tenancy Contract for Office and Labour Accommodation.
- o Responsible for coordinating and liaising between the company and Government organizations / authorities such as Dubai Economic Department, Tasheel, Amer, FTA, Emirates Post, TeleCom Providers, RTA, etc.

Honeycomb Builders, Inc.

No. 52 M. Guevara St.Brgy.Mauway, Mandaluyong City

Head Bookkeeper / General Accounting Supervisor

June 01 to December 31, 2015

Responsibilities:

- o Bookkeeping (Cash Disbursement Book, General Ledger & Journal Book)
- o Bank reconciliation
- o Prepare the Trial Balance and Work sheet for Financial Statement
- o Prepare month-end and year-end closing of books
- o Encoding, Reconciliation and Analysis of Schedule of accounts
- o Preparation of Adjusting Journal Entries
- o Organization and safekeeping of records and files

- Monitoring/checking of subordinates work
- Providing different kinds of report as requested /needed
- Payroll support
- Accounts Payable support
- Preparation of various Memo
- Annual renewal/processing of Business and Mayor's permit and processing of other government related transaction.
- Assist to the needs of other employees or External Auditor any financial related activities/reports.
- Corporate Tax, Value-Added Tax, and Professional Fee Tax Computation, Quarterly Reporting, Filing, and Remittance to Bureau of Internal Revenue

□ **Accounting Clerk – Receivable:**

November 06, 2014 to May 31, 2015

Responsibilities:

- Encoding of Official Receipt details to individual statement of accounts of the client
- Encoding of schedule of accounts
- Filling of documents
- Maintaining the subsidiary ledgers
- Daily back-up of all active files of Account Receivable Section

Seminars Attended (United Arab Emirates):

1. **General VAT and Registration Awareness Session**
Ministry of Finance, Intercontinental Hotel, Dubai – November 07, 2017
2. **Excise Tax Implementation and Registration**
Ministry of Finance, Ajman Saray Hotel, Ajman – August 30, 2017
3. **"Value Added Tax in the UAE – Are you ready? Implementation and Policy"**
IBPC RAK in association with RAKEZ, Hilton Garden Inn, Ras Al Khaimah – August 14, 2017

Seminars Attended (Polytechnic University of the Philippines):

1. **Career Talk**
Claro M Recto Hall - September 2010
2. **Senior Seminar "Measure of the Ruling Claws"**
Claro M Recto Hall - July 2010
3. **"Sophomore Seminar on Intangible Assets"**
Bulwagang Balagtas, NALRC – July 2009
4. **Health and Environmental Seminar "A Drive for Cleanliness Strive for a Healthy Environment"**
Bulwagang Balagtas, NALRC – October 2008

EDUCATIONAL BACKGROUND:

Post Graduate:

Level 7 Diploma

Master of Business Administration – UK

Master Education International

(Affiliate of University of Bolton)

Inclusive dates: January 2020 – Present

Tertiary:

Bachelor of Science in Accountancy

Polytechnic University of the Philippine

Sta. Mesa, Manila

Inclusive dates: 2010 – 2015

Awards received: Dean's Lister (First to Second Year)

Secondary:

ERDA Technical and Vocational Secondary School

Pandacan, Manila

Inclusive dates: 2005 – 2010

Awards received: 1st Honorable mention

Best in Consumer Electronics

Primary:

Isaac Lopez Integrated School

Vergara, Mandaluyong City

Inclusive dates: 1999-2005

PERSONAL INFORMATION:

Date of birth : February 05, 1993

Place of birth : Mandaluyong City

Nationality : Filipino

Religion : Roman Catholic

Civil Status : Single

Gender : Female

Visa Status : Employment Visa
(until May 2020)

Driving License : Valid License (Dubai)

Attested Certificates and Reference will be provided upon request.