

Joyce Benedicto

Dubai

joycebenedicto9_4ze@indeedemail.com

+971582583950

Experienced Bookkeeper & Accountant with a demonstrated history of working in the education management, government and general trading industry. Skilled in Account Reconciliation, Management, Financial Accounting, Financial Reporting, Logistic works, Administrative & Clerical Works and Microsoft Excel.

Work Experience

General Accountant / Accounts cum Admin

Imco International Medical Supplies - Dubai

January 2019 to Present

Office No. 505 Empire Heights Tower B, Al Abraj St., Business Bay

P.O. Box. 36070, Dubai - United Arab Emirates

Handling company payments and receivables

- Updating accounts payable and perform reconciliations
- Complying with all the Bank requirements for Company request
- Ensure proper recording of transactions and accounts
- Prepare and monitor invoices using our Accounting System - Zoho Books
- Prepares monthly financial report, expenses and budget forecast
- Provides monthly physical counting of Inventory
- Provides financial information to management by analyzing accounting data
- Reconciles financial discrepancies by collecting and analyzing account information.
- Processing and filing quarterly VAT return
- Posting and processing journal entries to ensure all business transactions are recorded
- Ensure timely bank payments
- Prepares Employee payroll monthly
- Issuing cheques & PDC to individuals if needed and maintain proper record of cheque schedule.
- Answering incoming calls; taking messages and re-directing calls as required
- Taking minutes. Arranging appointments, booking of meeting rooms and conference facilities
- Serves as a point of contact of our Supplier and Client/Distributor
- Providing administration support to Medical Reps, BA's and Senior Management
- Applying Certificate of Origin in Dubai Chamber account when needed
- Applying Dubai Municipality approval for all incoming shipment
- Coordinating with regulatory bodies for registration of product
- Develop and maintain a filing system
- Maintain supplies inventory by checking stock to determine inventory level; anticipating needed supplies;
- placing and expediting orders for supplies; verifying receipt of supplies
- Carry out administrative duties such as filing, typing, copying, binding, scanning etc.
- Handle sensitive information in a confidential manner

- Making travel arrangements, such as booking flights, cars, and making hotel and restaurant reservations
- Prepares month-end Sales Report of each team in different GCC.
- Coordinating with Logistics for importing and exporting of Goods.
- Responsible for maintenance of office equipment, including computers, copy machines.

Accountant

Rigid International DMCC

February 2018 to November 2018

Company shut down)

Office no.1406, Cluster F

Indigo Icon Tower, JLT

- Entering transactions in QuickBooks and preparing proper documentation and filing for every financial transaction.
- Prepares invoices and purchase orders.
- Prepares all the document ready for VAT filing.
- Managing the petty cash of the business and ensuring proper approvals and records for all the expense items paid through petty cash.
- Processes account payments.
- Prepares monthly payroll of employees.
- Manage day to day operations of the company.
- Created an expense software & monitoring of inventory to excel through different formulas and coding.
- Create a feasibility study for breakdown of cost and financial statement to foreseen the profitability of business.
- Issues payment to supplier (after thoroughly checking invoices) by check, maintains and keeps an up to date files of paid invoices, charging expenditures to proper activity account.
- Maintains a record of customer payments via bank transfer, checks, and credit card transactions.
- Coordinate with different logistics company, suppliers and customers for shipment of orders.
- Process company documents renewal and Employees' visa to DMCC account portal.
- Performs other duties as assigned by Managing Director.

Bookkeeper / Accounts Assistant

St. Anne Child Study Center, Inc

May 2017 to November 2017

San Rafael, Rodriguez, Rizal

- Counts and receipts all school monies.
- Prepares and conducts bank deposits daily or as directed.
- Processes payments on accounts as they become due.
- Enters all transactions into computer (if applicable).
- Maintains accurate paper trail on all transactions for auditing purposes and accurate/current account balances on each fund.
- Distributes purchase orders as requested and maintains accurate records on expenditures of accounts.
- Prepares and submits, for payment, all purchase orders for purchases made through the school

budgeted funds.

- Provides general clerical support in the school office if required.
- Performs other duties as assigned by the principal or his/her designee.
- Demonstrates ethical behaviour and confidentiality of information about students in school environment and community.
- Maintains a cooperative working relationship with principal, students, parents, staff and public. Other

additional tasks assigned from time to time.

Accounts Assistant

National Housing Authority

January 2016 to June 2016

Quezon Memorial, Elliptical Road, Diliman 1100, Quezon City

- Providing administrative support to the accounting department, undertaking clerical tasks such as filing, making phone calls and handling mails / emails.
- Calculating and checking to make sure payments, amounts and records are correct.
- Typing accurately, preparing and maintaining accounting documents and records.
- Preparing bank deposits, general ledger postings and statements.
- Sorting out of disbursements.
- Research, track and restore accounting or documentation problems and discrepancies
- Other additional tasks that may be assigned from time to time

Seminars & Trainings

- Seminar on Auditing: Five Laps to the Corporate Line

July 24, 2013 - Philippine School of Business Administration, Quezon City

- First Maverick Conference of Winner's World Training Center:

Education

Bachelor of Science in Accountancy in Accountancy

National College of Business and Arts

2013 to 2017

Bachelor of Science in Accountancy in Accountancy

Philippine School of Business Administration

2012 to 2013

Skills

Zoho Books / Quickbooks / SAP (1 year), Bank Reconciliation (2 years), Logistics (1 year), Accounts Payable / Accounts Receivable (2 years), Administrative and Clerical Works (3 years)

Additional Information

- Highly focused and result-oriented in providing support for complex operations.
- Ability to work with minimum supervision and under pressure

- Excellent Computer, Telephone, Facsimile, Printer and other office machines operational skill
- Well versed in verifying and posting transactions to journals, ledgers and other accounting records
- Knowledge in SAP Business One, Quickbook and Tally
- Working knowledge in bookkeeping
- Collective knowledge on VAT filing
- Proficient in MS Office Applications (Word, Excel, PowerPoint)
- Enthusiastic to learn more of the profession
- Motivated, determined and consistent
- Great and keen attention to detail for optimal results