

GILBERT OCON HUBAC

To use my skills in the best possible way for achieving the company's goals and build a long-term career in my profession with opportunities for career growth.

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SUMMARY

- 3 Years as **P2P Associate Accountant & Associate Admin Assistant** in **Majid Al Futtaim – MAF Ventures**
- 5 years as **HR Administrator / HR Payroll Coordinator** in a leading company in U.A.E. (**Weatherford Drilling International**)
- 10 years **Accounts, Sales Coordinator / Inventory Controller** (handling various accounts from medium to high scale type of businesses) in a diversified and prestigious companies

WORK PROFILE

❑ MAJID AL FUTTAIM - VENTURES

Tower 1, 9th Floor, City Center Deira Complex, Dubai, UAE

Position: P2P Associate Accountant

(February 01, 2020 to February 07, 2021)

- Responsible for supporting the accounting operations of the business by processing merchandise invoices, making payments and resolving queries.
- Receive and verify invoices and requisitions for goods and services against purchase orders and delivery notes
- Handling all telephone inquiries relating to accounts payable issues.
- Managed and evaluated all invoices for appropriate documentation and approval before request for payment is made.
- Posted all transactions to journals, ledgers and the appropriate accounts.
- Regularly monitored accounts to ensure all invoices are paid in a timely manner.
- Maintained all files and documentation accurately and with strict compliance to generally accepted accounting policies.
- Record good received note in the system as per Standard Operating Procedures.
- Ensure relevant LPO's, GRN's, authorization as per the Delegation of Authority, etc. are attached while booking GRN's.
- Record goods received note accurately, within agreed SLA and as per Standard Operating Procedures.
- Upon completion of GRN, inform BU / Vendor to submit invoices to KOFAX for on time payments.
- Review invoices routed through KOFAX and resolve issues (i.e. GRN, VAT, WHT, AAF, Discrepancies, Credit Notes, etc.)
- Review the mismatch between invoice value and GRN value, query with the respective Opcos for PO amendment and resolution.
- Responsible to review shortages and request for credit notes from vendors.
- Review if PR is budgeted or Non-Budgeted, is raised accurately with right item, VAT, WHT, Retentions, etc.
- Produce and review monthly open PO reports. Send queries to the respective Opcos asking for clarifications and closure wherever required.
- Review supplier reconciliations and work towards resolution by coordinating with Vendors and BU.
- Develop and maintain rapport with all necessary stake holders.
- Resolve assigned customer queries/complaints within agreed SLAs, escalate to Supervisor where necessary.

- Support internal/external audits through providing necessary documentation
- Responsible to manage assigned day-to-day operational activities.

❑ **MAJID AL FUTTAIM - VENTURES**

Tower 1, 9th Floor, City Center Deira Complex, Dubai, UAE

Position: Associate Admin Assistant

(August 14, 2017 to January 31, 2020)

- Preparing Approval to Pay for all incoming invoices & ensure that payments are approved on time in accordance with time frames highlighted in the Process & Procedures tool.
- Follow up with FSSC when payment TT not received on expected date and record each step to avoid extended delayed payments period.
- Circulating PRS's, RFC's, CCF's, EI's, and Budget Trackers for approval.
- Manage approval of Change Control Forms, Requests for Change, Purchase Requisitions Sheets by monitoring approval process and circulating to respective BU's once complete and providing a monthly report
- Distributing documents and ensuring accuracy of all documentation.
- Ensuring all appointed vendors and supplier's details are up to date in AX by Coordinating with the BU's
- Managing and maintaining the filing systems.
- Assists Commercial Unit for all administrative tasks e.g. receiving incoming correspondences.
- Tracking of documents uploaded for online signatures.
- Manage Payment Process from receipt of invoice/payment recommendation to confirmation of payment release
- Provide Monthly Payment reports per BU and issue to Commercial Director & QS. Reports include: Payments made, pending and issues to be resolved
- Ensure hard copies of project related documents are properly archived and/ disposed
- Coordinate with the team regarding their Business Travel Details and make necessary bookings
- Send PQD to new vendors, follow up till vendor is registered and update the tracker
- Responsible for all courier outgoing/tracking shipments.
- Raise and Liaise LPOs/PRs on AX upon receipt signed contract and invoices.

❑ **WEATHERFORD DRILLING INTERNATIONAL**

Al Barsha 1, Dubai, United Arab of Emirates

Position: HR Administrator / HR Payroll Coordinator

(January 03, 2011 to January 21, 2016)

- Monitor time sheet submission, expense report claim payment, bonuses and overstay payment to be reported and uploaded in the variable report.
- Consolidate the monthly time sheet report for all rotators employee and calculates location coefficient and other payments to be reported in monthly variable report
- Respond to Payroll related inquiries or requests and provide assistance in a timely manner.
- Gather all required payroll data, including timesheets, forms, benefits information
- Regularly update payroll data and track down any missing timesheets in a timely manner and resolve any issues with timesheets and other payroll data.
- Calculate monthly salary payouts incorporating overtime, deductions etc. in compliance with HR Policies and Procedures in Payroll
- Process payroll changes (e.g. register new hires, calculate final settlement for terminated employees, register salary and allowance changes for employees.
- Prepares & maintain the tracking sheet for all housing advances, school fees payment, annual ticket. entitlement leave balances and enrollment/cancellation of medical insurance for new hire and terminated employees.
- Prepare transfer letters, increment letters, salary certificates etc. as directed by HR Manager & assist location HR contact persons and managers with HR paperwork.
- To provide support to Global HR Director and undertake range of HR administrative tasks. The HR Coordinator act as a focal point for the respective areas for all HR related matters.
- Liaise with Houston HR Payroll & Benefits Department as necessary to answer employees' query.

- Maintain Weatherford personnel contracts and ensure all personal information is updated and accurate in the system & maintain personnel medical and confidential files for designated locations, including filing.
- Provide back up and support to other HR staff as workload demands and especially regarding new team members.
- Perform various other duties and activities as assigned within the physical constraints of the job and within reasonable specified timeframe to meet business requirements.
- Represent Weatherford policies and procedures are followed. Recommend changes in line with best practices.
- Provide general HR administrative support. Create and maintain employee's files as needed.

❑ **SHARJAH OXYGEN COMPANY**

Sharjah, Dubai, United Arab of Emirates

Position: Sales Coordinator / Inventory Controller

(October 07, 2007 to December 12, 2010)

- Prepares Items Master Report and upload to the Items Master in Cylinder Control System based on the cylinder serial number.
- Monitors and check daily transactions of issued and receipt of cylinders, racks, DURA, LPG serial number & over all in-charge of Cylinder Control related issues and concerns.
- Monitors locations of racks, DURA, and make adjustment of racks, DURA returned from another location.
- Prepares Daily Stock Inventory Report and reconcile calculated inventories with physical count.
- Updates daily Cylinder Holding Report for all fixed and corporate customers & prepares Inward Gate Pass, Sales Invoice and Delivery Order in VISSACC program.
- Monitor sales inventory, compile inventory reports, records the quantity and value of items.
- Distributes incoming mail and other related materials, co-ordinate the flow of information internally with other departments and organizations.
- Ensure that a high level of internal/external customer services is always provided at all times.
- Establishes good rapport and provide exceptional customer servicing.
- Always attend customers' needs and meet their expectations that will help build trust and loyalty.
- Prepares and reconcile monthly Cylinder Holding Statement to be submitted to all our customers.
- Provides information and reports to managements as requested. Also making sure that proper and historical documentation is kept supporting all data, entries, and reporting.

❑ **MEDICOTEK, Inc.**

Fuente Osmeña St., Cebu City, Philippines

Position: Branch Admin / Marketing Assistant

(October 03, 2003 to July 15, 2007)

- Handle branch operations, monitoring of inventory and reconciled calculated inventories with physical count.
- In charge of all disbursement process and administrative functions.
- Prepares invoices for delivery and issued official receipt for collection.
- Make replenishment of the inventory by analyzing the sales generated in terms of units or volume.
- Prepares on time weekly and monthly sales and collection reports, consolidate monthly sales report, collection and expenses of Visayas-Mindanao Region.
- Notify debtors of overdue payments and accounts by telephone, e-mail, fax letter and follow through the notification process if reply is not received.
- Collects receivables and reconciles billing issues.
- Answer correspondence prepare reports and maintain records for collection.
- Petty Cash-in-Charge: Regular liquidation and replenishment to maintain cash flow.

❑ **LINEA FINA, Inc.**

Talamban, Cebu City, Philippines

Position: Inventory Checker / Assistant Purchaser

(January 2000 to September 2003)

- Check the withdrawal slip form the name & address of person to be delivered, properly checks the quantity, unit of measure, PO No, Work Order No., and validity of the signatures.

- Check the purchase order whether it contains the Model Number, Work Order Number, & Item description with the authorized approval of officers.
- Counting of items during actual loading with the presence of the production staff and counter check the quantity of items against Withdrawal Slip Form & Service Requisition Slip.
- Preparation & signing of Delivery Receipt.
- Receives the duly approved PR's from the end users and enters the data in the receiving logbook. Maintains and updates the shared file for PR/PO tracking.
- Sort and segregates PR's for the local and foreign sourcing and distributes to the respective purchasing officers.
- Receives canvassed and costed PR's from purchasing officers and routes the same for review and approval with the designated and authorized signatories.
- Encode Purchase Order, Purchase Requisition, Cash Voucher, Sales Invoice, Cash Receipts and Receiving Reports.

EDUCATIONAL ATTAINMENT:

HOLY NAME UNIVERSITY – TAGBILARAN CITY, BOHOL, PHILIPPINES
Bachelor of Science in Commerce (Management)
1994 - 1998

SEMINARS / TRAINING ATTENDED:

EMPLOYEE Connect Global Payroll Authorization

January 23 – 25, 2011

Dubai, United Arab of Emirates

THE POWER OF POSITIVE THINKING

June 20, 2013

Abu Dhabi – WTTC, United Arab of Emirates

BASIC INTERPERSONAL SKILLS

June 16 – 17, 2013

Abu Dhabi – WTTC, United Arab of Emirates

GP DYNAMICS USER SYSTEM MNGT. (ABOITIZ AND CO.)

September 13-15, 1999

Linea Fina Incorporated, Cebu City, Philippines

COACHING SKILLS

June 18 – 19, 2013

Abu Dhabi – WTTC, United Arab of Emirates

5S TRAINING

September 15, 1999

Linea Fina Incorporated, Cebu City Philippines

SKILLS:

- Excellent communication skills, both oral & written.
- Fluent in English medium of communication.
- Flexible can work independently without minimum supervision
- Proficient in Windows, MS Office and Internet
- Knowledge in Based Windows Application (WORD, EXCEL, POWERPOINT)
- Knowledgeable in Peoplesoft (HRMS) / VISACC and Cylinder Control System Program, AX Dynamics, DocuSign, KOFAX
- Excellent analytical & problem-solving skills, strong interpersonal skills and dedicated team player
- Responsible, proactive, confident, hardworking, self-motivated, flexible and goal-oriented

PERSONAL INFORMATION:

Birthdate : April 14, 1975
 Age : 45
 Nationality : Filipino
 Sex : Male

Civil Status : Married
 Visa Type : Residence Visa
 License : UAE Driver's License

CHARACTER AND PERSONAL REFERENCES:

PROVIDED UPON REQUEST