



KRISTINE DIANNE ORIA

Accountant, Tax Practiced and Payroll-in-Charge

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Address: Abu Dhabi, U.A.E
Visa/Expiry: Work / DEC 21, 2020

PROFILE.....

Junior Bookkeeper/ Accountant, Tax Practiced and Payroll-in-Charge with more than six (6) Years of experience in accounting field and managerial position of different firms. Average in English, Skilled at communicating and developing business relationships.

OBJECTIVE.....

To pursue a challenging career in practice of Accountancy and related fields where my knowledge and skills can be applied and further enhance in a group that values, integrity, continuous learning, and professional growth.

EXPERTISE.....

- ❖ Financial Accounting
- ❖ Taxation
- ❖ Banking
- ❖ Business Law
- ❖ Customer Support
- ❖ Communication
- ❖ Microsoft Office (Word, Excel, PowerPoint, others)
- ❖ Email Marketing Tools
- ❖ Internet and Online Search

WORK EXPERIENCE.....

Accountant

Spring Bok Butchery and Catering Services

Abu Dhabi, United Arab Emirates

November 30, 2019 - Present

Roles:

- Reconciliation of customers mode of payments (Cash , Credit Cards and App orders).
- Responsible for the preparation and processing of all invoices, purchase orders and cheques.
- Recording entries in XERO accounting software.
- Preparation of Monthly financial statements (Profit & Loss, Balance Sheet, cash flows) and following up on accounts payable and receivable amounts.
- Maintaining and handling petty cash
- Preparation of bank reconciliations and bank transfers.
- Keep records of all transactions and ensure all filing is done timely and accurately.
- Handle group tax matters such as Value Added Tax.
- Administering payrolls and controlling income and expenditure.
- Perform other job- related duties as assigned.

Accountant

Cubelock for Decorations LLC

Abu Dhabi, United Arab Emirates

March 21, 2016 - November 29, 2019

Roles:

- Responsible for the preparation and processing of all invoices, purchase orders and cheques.
- Recording entries in QuickBooks.
- Preparation of Monthly financial statements (Profit & Loss, Balance Sheet, cash flows) and following up on accounts payable and receivable amounts.
- Maintaining and handling petty cash/ Responsible for cash deposits.
- Preparation of bank reconciliations and bank transfers.
- Keep records of all transactions and ensure all filing is done timely and accurately.
- Handle group tax matters such as Value Added Tax.
- Administering payrolls and controlling income and expenditure.
- Perform other job-related duties as assigned.

Account Officer

HS.Pow Construction & Development Corporation

Quezon City Metro Manila Philippines

November 2, 2015 - February 15, 2016

Roles:

- Preparing Tax Reports (Value Added Tax, Withholding tax Expanded).
- Analyzing Journal Entries.
- Encoding daily transaction, Sales Invoices (especially Expense account).

Payroll-in-Charge

Picture City International Incorporated

Quezon City Metro Manila Philippines

February 14, 2014 - October 30, 2015

Roles:

- Preparing semi-monthly payroll of 500+ employees of the company.
- Computing Tax for Compensation for all minimum and above minimum earners.
- Remitting all deductions from employees to Government Institution (SSS, Pag-Ibig, Philhealth).
- Computing Retirement and Back pay of resigned employee.
- Checking Daily Time Record of employees.
- Check releasing (Supplier, Last Pay for resigned employees, Company Bills).
- Attending Seminars Regarding Labor matters.
- Processing Maternity and Sickness Benefit in the Social Security System of employees.
- Printing/Preparing Pay slips of employees.

Junior Bookkeeper

Picture City International Inc.

Roles:

- Preparing Quarterly Tax report (Value Added Tax).
- Monthly Bank Reconciliation per branch bank accounts.
- Encoding Sales Invoice from all Suppliers, Bills, and other expenses.
- Monitoring Bank Deposits from Daily Sales of 75 branches all over Philippines.

I Volunteer

Office of the Municipal Accountant

Rosales Pangasinan, Philippines

- Voluntarily work as an office aide in the Municipality of Rosales - Office of the Municipal Accountant.

Helping Red Cross PHILIPPINES

Pangasinan Chapter

- Helping Red Cross Organization by donating blood 2 times every year.

Education and Certificates.....

CSC - Sub Professional Passer

Civil Service Commission Philippines April 2014

Completed SAP Business One Course

University of Luzon, Philippines April 2013

Diploma of BS in Accountancy

University of Luzon, Philippines

2012-2013

Far Eastern University, Philippines

2010-2011

Personal Details.....

AGE:	28		
SEX:	Female		
BIRTHDATE:	June 30, 1992	CIVIL STATUS:	Single
HEIGHT:	5'2"	WEIGHT:	65 kgs.
CITIZENSHIP:	Filipino	LANGUAGES:	English and Tagalog

Character References.....

References available upon request.

All information in this resume is true and correct to the best of my knowledge and belief.

Kristine Dianne Oria

Applicant