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Visa Type: Visit Visa
Profession: Accountant



SUMMARY OF QUALIFICATION

- Well experience using an Accounting Software (Sage, Quick books, Tally ERP and Oracle)
- Knowledgeable in providing support during the monthly-quarterly-yearly closing cycle- compiling, analysing and recording the result of General Ledger and accounting records, bookkeeping and filing.
- Extensive experience in ensuring timely and accurate completion of monthly-quarterly-annually financial statement reports, preparation of journal entries, bank reconciliations and analysis.
- Software skills in MS Office (Excel, Words and PowerPoint)

PROFESSIONAL SUMMARY

With more than diversified and progressive exposure, having an expertise in Accounts, Finance and Taxation (VAT). Internal control maintenance as well as Internal Audit with proven ability to exercise professional judgement in decision making, risk assessment, business analysis, system evaluation and implementation.

Expertise:

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|-----------------------|----------------------|--|
| • Financial Reporting | • Account Receivable | • JV, PV & RV |
| • General Ledger | • Accounts Payable | • Inventory Control |
| • VAT reporting | • Income Statement | • Monthly-Quarterly-Annually Reporting |
| • Bank/Reconciliation | • Bookkeeping | |
| • Payroll (WPS) | • Petty Cash | |

PROFESSIONAL EXPERIENCE

UNITED AL SAQER GROUP

(Group Companies of Al Saqer Property Management, Dalma Motors, United Al Saqer Heavy Equipement and More)

Accountant

December 2018-September 2020

- **Financial Reporting-** Preparing and finalizing accounts on a monthly, quarterly and annually basis in compliance with GAAP, IFRS and IAS.
- **Year End Closing-** Accelerating the year end closing process to the eleventh calendar of the year. Provide timely and accurate financial reports on operating entities.
- **Accounts Receivable-** Recording and checking the invoices issued to the customer and monitoring all the receipts paid by the customer to each invoices, reconciling all the cash and checks deposit and other payment mode in bank statement. Monitoring and preparing the Aging Report of all the customers. Recording and analysing an intercompany transaction in monthly quarterly and annually basis.
- **Accounts Payable-** Recording and checking the invoices received from the suppliers. Monitoring and preparing the Aging Report of all the customers. Preparing the check or cash for payment of the suppliers. Recording and analysing an intercompany transaction in monthly quarterly and annually basis.
- **Petty cash-** Recording and checking all the petty cash transaction of the company.
- **Audit Period-** Providing all the requirement of an Auditor and Discuss some instances that was made during an inquiry.
- **VAT Reporting-** Monthly VAT report filing and maintaining record for Tax Audit.

- **Bank Reconciliation-** Preparation of weekly bank reconciliation and updating bank payment and receipt status.
- **Inventory Management**

ENERGY STAR HOUSEHOLD APPLIANCES

(Retailer of Saladmaster Cookware, it was started 2015 in UAE.)

(We manage four branches of Greg's Special La Paz Batchoy Restaurant)

General Accountant

July 2016- April 2018

- **Financial Reporting-** Preparing and finalizing accounts on a monthly, quarterly and annually basis in compliance with GAAP, IFRS and IAS.
- **Year End Closing-** Accelerating the year end closing process to the eleventh calendar of the year. Provide timely and accurate financial reports on operating entities.
- **Accounts Receivable-** Recording and checking the invoices issued to the customer and monitoring all the receipts paid by the customer to each invoices, reconciling all the cash and checks deposit and other payment mode in bank statement. Monitoring and preparing the Aging Report of all the customers.
- **Accounts Payable-** Recording and checking the invoices received from the suppliers. Monitoring and preparing the Aging Report of all the customers. Preparing the check or cash for payment of the suppliers.
- **Petty cash-** Analysing and Approving payment vouchers to release a cash to an authorized person. Recording and checking all the petty cash transaction of the company.
- **Audit Period-** Providing all the requirement of an Auditor and Discuss some instances that was made during an inquiry.
- **VAT Reporting-** Monthly VAT report filing and maintaining record for Tax Audit.
- **Bank Reconciliation-** Preparation of weekly bank reconciliation and updating bank payment and receipt status.
- **Preparing Salary Sheet-** Deductions and benefits of employees and processing Payroll (WPS)
- **Income Statement-** Preparing and monitoring all the distributions of benefits or deduction of the in House Financiers.
- **Inventory Management, Fixed Assets and Depreciation-Amortization schedules.**

AL MEERA KITCHENS LLC

(Manufacturer of cabinets, wardrobe and vanity for the Interior Designs. it was started 2000 here in UAE)

Accountant

February 2015- February 2016

- **Accounts Receivable-** Recording and checking the invoices issued to the customer and monitoring all the receipts paid by the customer to each invoices, reconciling all the cash and checks deposit and other payment mode in bank statement. Monitoring and preparing the Aging Report of all the customers.
- **Accounts Payable-** Recording and checking the invoices received from the suppliers. Monitoring and preparing the Aging Report of all the customers. Preparing the check or cash for payment of the suppliers.
- **Petty cash-** Analysing and Approving payment vouchers to release a cash to an authorized person. Recording and checking all the petty cash transaction of the company.
- **Audit Period-** Providing all the requirement of an Auditor and Discuss some instances that was made during an inquiry.

MEDOCARE HEALTH SYSTEM INC.

(Health Insurance in Public and Private Company, it was started 2000 in Philippines)

Internal Audit Staff/ Accounts Receivable

August 2013- February 2015

- Monitoring and recording of sales on accrual basis.
- Preparing the posting and remittances of government dues (SSS, PAG-IBIG and PHILHEALTH)
- Handling taxes withheld on compensation monthly 1601-C and annual return 1604-CF
- Auditing the bills received from hospitals and doctors.
- Reconcile with our client's per book and preparing all the required documentations.
- Ensuring that all processes in the section are compliant with the laws and all documents are in line with the required accounting standards.
- **Accounts Receivable-** Recording and checking the invoices issued to the customer and monitoring all the receipts paid by the customer to each invoice, reconciling all the cash and checks deposit and other payment mode in bank statement. Monitoring and preparing the Aging Report of all the customers.

EDUCATIONAL QUALIFICATION**COLUMBAN COLLEGE INC.**

Bachelor of Science in **Accountancy**

Olongapo City, Philippines

June 2004- March 2009

- Course subjects studied are Basic Accounting, Cost & Management Accounting, Financial & Corporate Accounting, Auditing, Business Finance, Economics, Statistics, Computer Information System, Current Accounting Issues, Philippine Taxation and Introductory Law.
- Skills include bookkeeping, budgeting, financial and tax reporting.
- Knowledgeable in computer includes Microsoft Office Word, Excel, and PowerPoint.

TRAINING ATTAINMENT**TIME TRAINING CENTER****UAE VAT Training**

Abu Dhabi, United Arab Emirates

8 December 2017

Achieved Grade: **A**