4 YEARS OF UAE EXPERIENCE [ACCOUNTS / ADMIN]

PERSONAL STATEMENT

Dedicated and persistent Junior Executive – Finance & Accounts with 5 years of competitive experience in industries of Global Trading and Hospitality. Eager to employ proven knowledge in accounts and administration. Searching for opportunities in the areas of Accounts Payable or Administration.

CORE COMPETENCIES

Invoice management Accounts Payable

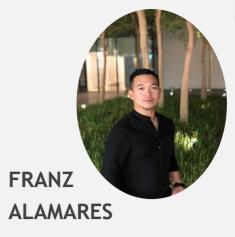
3 way match system Local Purchase Order

Banking Documentation Journal Entry

A/P Aging Report Vendor Relationship

P2P Cycle MS Dynamics

SAP Citrix



Current Job title

Junior Executive Finance & Accounts

Email

franzalamares@gmail.com

Phone

(+971) 058-930-9310

Current Address

Dubai, United Arab Emirates

WORK HISTORY

JUNIOR EXEC. FINANCE & ACCOUNTS

Phoenix Global DMCC - Dubai, UAE

December 2017 - Current

Primarily responsible for supporting the corporate finance team in performing the Accounts Payable, banking documentation, trade loans processing, Accounts Payable [aging] reports, passing of journal entries, creating general ledger, establishing vendor relationships, handling of financial documents and different admin related functions, to enable the accurate and timely flow of finance operations. Reporting directly to the finance manager.

ACCOUNTS ADMINISTRATION ASSISTANT

AWJ Investments LLC - Dubai, UAE December 2016 – December 2017

Performing the role between Accounts and Administration team, assigned to process the Accounts Payable to vendors, performing the 3-way match using the LPO, GRN, and Invoice ensuring there will be no discrepancy. Creating weekly & monthly reports of Accounts Payable for the finance's perusal. Handling of the facility's petty cash.

Providing support in different administration tasks for the production facility team such as record control, documentation, phone calls, receiving visitors and other duties assigned by the manager.

EDUCATION

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION DOUBLE MAJORS IN MARKETING MANAGEMENT AND BUSINESS ECONOMICS

University of Saint La Salle - Philippines 2010 - 2014

DIPLOMA IN ACCOUNTING & FINANCE

Oxford Home Study Centre, Oxford, UK March 2020 - Current

LANGUAGE SKILLS

TAGALOG

Native Speaker



ENGLISH

Fluent



WORK HISTORY

ACCOUNTING ASSISTANT AND ADMINISTRATION SUPPORT

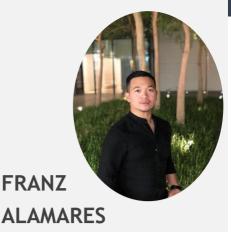
Jollibee Foods Corporation - Philippines

May 2014 - February 2016

Assisting the Accounting team in coordinating with the Restaurant managers regarding preparation and reconciliation of sales reports, inventory controls, purchases or deliveries consolidations. Processing the restaurant's payables to vendors with-in depth scrutiny of purchase orders, receiving report and supplier's invoices. Passing of journal entries for the accountant's perusal.

ACHIEVEMENTS

- Graduated with a GPA of 90% out of 100%
- Currently studying Diploma in Finance & Accounting at Oxford Home School Study, Oxford, United Kingdom
- No late payments occurred due to effective recording of accounts payable aging report.
- Able to spot price discrepancies between the receiving report & invoice.
- Excellent documentation and record control system of all financial statements.
- Reviewing and processing payments up to 80 payment transactions monthly approximately.
- Able to keep and update supplier information records.
- Knowledgeable in LPO, GRN and invoice proof reading in not less than 5 minutes.
- Weekly and monthly submission of accounts payable aging report.
- Updating journal entries and general ledger into the system to avoid mishaps.
- Hands on experience in software such as: SAP, Sage, MS Dynamics,
 Adobe Spark, Citrix, and MS Office [excel, word, power point].
- Effective financial documentation that reduced the retrieval time.
- Excellent experience in consolidating and reconciliation of inventory food items.
- Established rapport between the procurement and supply chain department.
- Work ethics and confidentiality are always practiced.
- Efficient Data entry of all payment transactions.
- Knowledgeable in P2P Cycle [Procure to Pay]



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Current Address

Dubai, United Arab Emirates

SOFTWARE USED

CITRIX (ONLINE COMMODITIES SYSTEM)

Intermediate

MS WORD

Intermediate

....

MS Excel

Intermediate

SAP

Intermediate

ADOBE SPARK

Advance

MS DYNAMICS Intermediate

SOCIAL MEDIA

https://www.linkedin.com/in/franz-alamares-239ba1119/

