

# 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

### 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.**



## FRANZ ALAMARES

### Current Job title

Junior Executive Finance & Accounts

### Email

franzalamares@gmail.com

### Phone

(+971) 058-930-9310

### Current Address

Dubai , United Arab Emirates

### 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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## 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/>



franzalamares