

JENNIFER DUOT VELARDE

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To render my service in a company which will enhance and utilize my skills, knowledge and capability in a manner that will profit both the company and myself.

AREAS OF EXPERTISE

*Financial Statements
Accounts Receivables
Accounts Payables
Payroll
Bank Reconciliation
Revenues
Provisions and Closing
Adjustments*

COMPETENCE

*Passionate
Focus
Detail Oriented
Strategic
Enthusiastic
Motivated
Dependable
Responsible
Integrity*

PERSONAL INFORMATION

*Date of Birth:
April 11, 1973*

*Place of Birth:
Canlubang, Philippines*

*Marital Status:
Single*

*UAE Driving License No.:
2353285*

PROFESSIONAL EXPERIENCES

Aldar Marinas LLC (Owned by Aldar Properties PJSC) – May 2017 to Present

Abu Dhabi, UAE- Managing a growing network of marinas throughout the region and offer a professional level of services and a number of 'network membership benefits'.

Accountant

- General Ledgers Posting to Oracle and review balances for the correctness of the Financial Statements for all Marinas owned by Aldar Properties.
- Bank Reconciliations for All Marinas and Posting to Oracle for each Entity (Al Bateen Marina, Eastern Mangroves Marina and Al Bandar Marina).
- Post accruals and Closing adjustment to Oracle for Monthly Trial Balance and Profit and Loss Statement.
- Calculate VAT Input/Output for VAT Returns.
- Process payments Invoices to Suppliers in oracle.
- Monitoring of PDC cheques and prepares daily Deposit Slips for Banks.
- Process Rent Refunds and Security Deposit Refunds.
- Petty Cash Custodian. *Posting all Expenses to Oracle.*
- Preparing and posting month end Entries like, Accruals, Depreciations and Prepaids entries for the month End Trial Balance for each Entity of Marinas.

AL DAR REAL ESTATE – Ghantoot Group - July 2012 to May 2017

Abu Dhabi, UAE – Al Dar Real Estate is a real estate development, management and Investment Company. It is managed by a team of highly motivated and committed professionals who have proven their expertise in their relevant discipline.

Accountant

- Receives and Posting of Rent Payments from the Tenants to QuickBooks.
- Posting of all Tenancy Contracts to QuickBooks for the deferred Income and Rent
- Security Deposits and close deferred Income to monthly revenues.
- Monitoring of PDC cheques and prepares daily Deposit Slips for Banks.
- Post all Deposit Slips and returned cheques to QuickBooks.
- Inform Tenants of the Returned cheques and Follow-up payments.
- Monitor and follow-up Accounts Receivables through Phone and Emails.
- Make legal actions for long overdue Receivables by submitting required documents to the Lawyer.

- Process Rent Refunds and Security Deposit Refunds.
- Conduct Petty Cash Counting periodically and review the approvals for the Expenses and post all Operating expenses and Direct Expenses for the cost center of each Property to QuickBooks.
- Post accruals and Closing adjustment for the Financial Statements.
- Assist Finance Manager for other Accounting Works.
- Prepares Supporting Reports for Internal and External Auditor and implement any recommendations.

EGATE NETWORK SOLUTIONS – June 2009- June 2012

Dubai U.A.E - is a leading information Technology & communications consulting services company that specialized in delivering breakthrough IS technology solutions that meet the needs of our clients.

Accountant

- Maintain all the Administration Records and Employees Records.
- Prepares the monthly Payroll Salary through WPS and Vacation Leave and End of Service of the Employees.
- Handles Queries of the employees regarding their Salary, Absences, Overtime, Visa, Tickets and other related matters.
- Generate Purchase orders to Suppliers for all the materials required in the projects.
- Booking of all bank transactions and prepares Monthly Bank Reconciliation Statement.
- Liaise with Auditors for timely and smooth completion of the audit. Provide assistance in preparing monthly management reports and coordination with auditors
- Handles the preparation and reconciliation of all monthly financial statements such as Balance Sheet and Income Statement.
- Bookkeeping of Accounting Documents and Other Contracts
- Customer & Supplier Ledger Reconciliation
- Prepares Costing for every Project.
- Process Commissions for the Projects.
- Responsible in updating the Accounting Records and Balances in Tally System.
- Maintains all the records and documents of the Company.
- Receives collections from Clients and maintain the Accounts Receivables.
- Prepares checks and Payment Vouchers.
- Coordinates with the Clients and Suppliers of ongoing projects.
- Petty cash custodian.

GHALIYAH TRAVEL (AL HASHIMI GROUP OF CO.) June 2007- April 2009

Karama, Dubai, U.A.E. - Is a dynamic and innovative travel and tourism company based in Dubai, United Arab Emirates. Our goal is to provide clients with the highest quality, best value and exceptional services by our friendly and qualified staff.

Accountant - Payables

- Responsible in checking the validity of billing statement. Purchases, sales invoices and delivery orders.
- Prepares checks and all the vouchers for payments.
- In charge in preparing AP reports for the month, maintaining AP files and assigned also to answer all vendor inquiries.
- Coordinate with other travel agencies regarding prices and billings and

issuance of tickets.

- Process refunds of tickets from other travel agencies and release the refunded amount to the passengers.
- Process Salary, Leave Pay and End of Service Benefits of the Employees and attend to their queries.
- Petty cash custodian.

ACS MANUFACTURING CORPORATION- (ISO Certified)

October 1996 – April 2007

Philippines – It has been producing world class products for almost forty years, such as PRIDE Laundry Detergent, Households products & Cement Admixtures.

Accountant - Receivables

- Receives Purchase order or Sales Orders from the Main Office or Sales Representative and transmitted to Delivery Department
- Responsible for the daily turn-over of collection of Sales Representative.
- Encodes the daily Sales of each Sales Representative.
- Checking of vouchers and ensure proper charging of expenses and the validity of the documents presented.
- Coordinates with customers' concerns and requirements
- Follow-ups customers on outstanding accounts thru email or telephone.
- Prepares statement of accounts for customers.
- Issuance Debit/Credit Notes
- Prepares and Deposit daily Cash and Cheques Collection.
- Petty Cash Custodian

EDUCATION

Bachelor of Science in Accountancy 1992-1996
Laguna College of Business and Arts
Calamba, Laguna, Philippines

SEMINARS / TRAININGS

SAP FICO	June 27, 2014	Learners Point-Dubai
5S Seminar	Nov. 19, 1999	Ms. Madyline De Sagun
Internal Quality Auditor	Jan. 23, 30, Training	QA Team Leader Feb. 5,12,19, 1999 Ms. Cessna
Samson		
Managing for Results	May 10,17,24, 1997	BPI Bank Training Director Ms. Cari Pangilinan

CHARACTER REFENCE

Reference available upon request.