



FERLINDA D. JUANICO

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CAREER OBJECTIVE:

To secure a promising job that offers both a challenging and good opportunity for growth.

WORKING EXPERIENCE:

Personal Caregiver of Mother

Philippines

Nov 2020-Mar 2024

Payroll/Payable Accountant

Samsung Engineering Co. Ltd – Branch Office

Al Reem, Abu Dhabi

May 2013 – July 2020

- Verified and processed payroll data for over 3,000 employees, ensuring timely and accurate remuneration payments via the Wage Protection System (WPS) while maintaining compliance with UAE labor regulations.
- Administered employee leave applications, ticket entitlements, and other benefits in accordance with company policies, ensuring seamless benefits processing.
- Managed final settlements for departing employees, ensuring compliance with local regulations and company policies, and delivering accurate end-of-service calculations.
- Integrated compensation and benefits programs into the HR system, ensuring consistency with organizational policies and enhancing employee satisfaction.
- Maintained confidentiality of sensitive employee data, securely updating personal records and compensation details as necessary.
- Collaborated with site-based teams to process accounts payable, ensuring all vendor-related documents (LPOs, delivery notes, invoices, payment requests, and SAP posted vouchers) were accurate and complete.
- Audited and verified invoices to ensure compliance with FTA tax regulations, addressing discrepancies in purchase orders, delivery receipts, and contracts.
- Reconciled discrepancies in invoices and payments by liaising with Site Accountants and other departments, ensuring timely resolution.
- Processed tax-compliant invoices and approved expenses in SAP ERP, ensuring that they adhered to company guidelines and accounting standards.
- Managed vendor relationships by consolidating invoices for payments, ensuring timely and accurate payment processing via bank transfers or cheque issuance.
- Created monthly payment schedules, tracking due dates and ensuring all payments were made in a timely manner, maintaining strong vendor relationships.
- Reconciled company payment records with bank statements, ensuring accuracy in financial reporting and promptly addressing discrepancies.
- Provided support to internal and external stakeholders by responding to inquiries related to payments, ensuring transparency and quick resolution.
- Developed and maintained monthly reports on LPOs, payments, and reimbursements, providing senior management with updated financial data.
- Implemented a structured document filing system, scanning and archiving paid invoices for easy access and audit purposes.

Site Accountant

Samsung Engineering Co. Ltd (O&M ICAD Ind'l Effluent Treatment Plant)

Musaffah, Abu Dhabi, UAE

March 2008 – May 2013

- Administered daily petty cash transactions, ensuring accurate reconciliation of physical cash and SAP records.
- Issued monthly billing statements to clients, ensuring accurate reflection of contractual obligations and promptly following up on overdue payments.
- Monitored and cleared accounts receivable and accounts payable on a monthly basis, identifying and resolving discrepancies to maintain accurate financial records.
- Processed supplier invoices in accordance with established company procedures, ensuring accurate documentation and timely payment.
- Recorded all financial transactions in the company's accounting system, from delivery notes through to payments, ensuring compliance with internal controls.
- Prepared and administered monthly payroll for site employees, calculating attendance, overtime, and leave balances, ensuring accuracy and compliance with local regulations.
- Managed detailed employee records and produced comprehensive reports on payroll, attendance, leave, and overtime for HR and Finance teams.
- Coordinated meetings and travel arrangements for senior management and staff, including transportation and accommodation bookings.
- Performed clerical duties such as maintaining filing systems, word processing, and organizing office documentation for easy access and retrieval.

Accounts Assistant

Hawk International

Dubai, U.A.E

Dec 2007 – Mar 2008

- Processed and encoded bank and cash payment vouchers, ensuring proper documentation and adherence to financial policies.
- Prepared check vouchers and weekly petty cash reports, accurately recording all financial transactions.
- Managed payroll-related cheques and ensured timely payment of utility and operational bills, maintaining strong vendor relationships.
- Monitored accounts payable and ensured timely payments, avoiding penalties for late submissions.
- Verified completeness and accuracy of supporting documentation before processing any financial transactions.

Cashier

Bin Hendi Group of Companies

Dubai, U.A.E.

Mar 2007 – Dec 2007

- Processed customer transactions, including cash and card payments, ensuring accuracy and adherence to company procedures.
- Handled customer inquiries and order requests, providing excellent customer service and resolving any issues promptly.
- Maintained accurate records of daily goods received from suppliers, ensuring proper inventory control and system updates.
- Managed employee documentation, including passport renewals, OHCs, and Health Cards, ensuring timely compliance with regulatory requirements.
- Compiled and updated the daily revenue statement, tracking sales and cash flow for management review.
- Monitored and updated monthly inventory reports, providing timely data for operational decision-making.

Accounts Assistant

SM Supermarket Mgmt. Corp

Philippines

Jan 2006-Nov 2006

- Processed payroll for employees, ensuring compliance with local wage regulations and internal payroll policies.
- Maintained accurate records of daily transactions, including payments, collections, sales, and purchases, ensuring timely updates to the financial system.
- Liaised with suppliers regarding purchase orders, ensuring accurate and timely deliveries to meet operational requirements.
- Prepared check vouchers, journal vouchers, and financial statements, ensuring accuracy and completeness of all accounting records.
- Handled all banking transactions, including withdrawals and deposits, and maintained accurate records of these transactions.
- Monitored accounts payable and receivable, ensuring accurate tracking of payments and collections.
- Provided assistance in the preparation of financial statements, contributing to the monthly closing process.

KEY SKILLS AND COMPETENCIES:

- **Payroll Processing & Compliance**
- **Accounts Payable & Receivable Management**
- **SAP ERP & Financial Systems Expertise**
- **Vendor Management & Invoice Processing**
- **Bank Reconciliation**
- **Time Management & Task Prioritization**
- **Confidentiality & Professionalism**
- **Attention to Detail & Accuracy**

SOFTWARES:

- **SAP ERP, Oracle and Quick Books Accounting System**
- **Maximo Asset Management 7.1 Fundamental Course**

EDUCATIONAL BACKGROUND:**Graduate of Bachelor of Science in Accountancy**

University of Cebu, Philippines

1997-2001

PERSONAL BACKGROUND:

Full Name	:	Ferlinda Dablo Juanico
Birthday	:	March 15, 1981
Nationality	:	Filipino
Sex	:	Female
Status	:	Single
Visa Status	:	Visit Visa