

Byron Noel Bautista Llamas

Date of Birth: Sept. 21, 1982

Status: Married

Passport No.: EC6004034
(For Renewal)

Nationality: Philippines



- ✓ Currently owns a resident/employment visa with NOC to work.
- ✓ A well-experienced Accountant / Finance Officer in the Middle East (UAE & Saudi Arabia) and Philippines for 8 years.
- ✓ Executive Secretary in the Middle East (UAE & Saudi Arabia) for 7 years.
- ✓ Purchasing Officer for Local and Imports in UAE for 3 years
- ✓ Sales Engineer in Saudi Arabia for 2 years
- ✓ Office and Administrative Jobs Middle East (UAE & Saudi Arabia) and Philippines for 9 years.
- ✓ Factory Worker in Taiwan, ROC for 2 years.
- ✓ With a Bachelor Degree of Management Accounting (2004)



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PROFILE SUMMARY

Able to learn new challenging concepts; workaholic; and eager to learn new things with a capacity to perform under deadline pressures on an ongoing basis with minimum supervision. Practical with systematic approach and able to handle multiple tasks/processes with Excellent Management Oral and Written Communication, Excel as well as Interpersonal Skills. Excellent in Computer Microsoft Operations (MS Word, MS Excel, MS Power PowerPoint, MS Outlook, Social Medias & Internet Surfing). Proficiency in:

- a. Accounting Software Applications
 - ✓ EXAAccountingSoftware
 - ✓ QuickBooks Accounting System
 - ✓ Easy Accounting Software (Galaxy ERP System)
 - ✓ SAGE50 Accounting Software
- b. Financial Report Generation (Bookkeeping, Balance Sheet, P&L, Cash Flows, Reconciliation and Sales Reports, Stocks & Inventory Reports, A/R & A/P Officer), Letter of Credit and other Bank Related Matters.
- c. VAT Compliance (Input and Output taxes); Tax Reporting
- d. Expertise in Invoices and Transactions
- e. Document and Financial Control; Customs Related Matters (Imports / Exports) with Local and International Transportation Process
- f. A Factory worker, multi-tasking and have a general knowledge and abilities in the operation as well as the administrative functions.
- g. Fluent in speaking English, Filipino, Arabic, Chinese (Basic Mandarin), and Urdu (Basic).



SKILL SET

- ✓ Oracle Financials & ERP
- ✓ Accounting & Reporting
- ✓ Reconciliations (Receivable / Payables)
- ✓ Internal Audit & Control MS Office
- ✓ Multi-tasking & Pressure Handling
- ✓ Presentation & Problem Solving
- ✓ Training & Team Building
- ✓ Analytical & Organizational
- ✓ Work Independently Without Supervision
- ✓ Details & Result Oriented

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SOFT SKILLS

Innovator

Competent

Communicator

Committed

Efficient

Team Player

TRAININGS/SEMINARS

Date		Topic/Course Title
May 15, 2018		Consumer Products Awareness on ECAS Emirates Authority for Standardization and Methodology (ESMA), <i>Marriott Hotel, Dubai, UAE</i>
October 8, 2014 – October 9, 2014		Personality Development on Professional Client Relation <i>Al Khaleej for Institute and Training, Al Andalus Hotel, Riyadh, Saudi Arabia</i>
Sep 7, 2011- Oct 7, 2011		Sales Engineers (Italian Elevators System) Wittur Elevator Company/Giulio and Montanary (Klose) Elevator Co., <i>Riyadh, Saudi Arabia</i>
Mar 17, 2011- Mar 19, 2011		Household Workers Training Program/Arabic Language OWWA Program <i>Malate, Metro Manila, Philippines</i>
Sep 10, 2007- Nov 21, 2007		Korean Language Training Program, TESDA, Quezon City, Philippine
Skills	Years of Experience	Remarks
Professional Driver	16	Can drive Manual or Automatic Clutch Car and Motorcycle.
Sales / Marketing	10	Representing the Company through Sales would be the acquainted to different Clients/Customers.
Office Jobs / Admin (Accounting Dept.)	9	Being this is my chosen endeavor, I can easily adopt myself and my thinking capability on the different types of office works (Accounting and Secretarial).
Machine Operator	4	All skills are meant to be perfected; you just got to have the concentration, love and commitment for the work, and should always be an optimist.

WORKING EXPERIENCES:

1. First Element Technical Services LLC (September 2019 – Current)

- Dubai, United Arab Emirates – email address: info@firstelement.ae

Accountant cum Admin Officer



- Preparing the monthly Financials Statements includes (Balance Sheet, P&L, Cash Flows, Reconciliation and Sales Reports, Stocks & Inventory Reports)
- Handle customer transactions and reconcile discrepancies.
- Preparing monthly payrolls company employees
- Create and update software and excel spreadsheets.
- Review account statements for clients & verify transactions.
- Prepare and complete customer payments, back up docs and approval.
- Preparing quotation on multi-million Dirham worth of projects.
- Coordinator between employee and company relations.

2. Angel Touch Cleaning Services (March 2019 – September 2019)

- Business Bay, Dubai, United Arab Emirates – email address: angeltouch.dxb@gmail.com

Accountant cum Admin Officer



- Preparing the monthly Financials Statements includes (Balance Sheet, P&L, Cash Flows, Reconciliation and Sales Reports, Stocks & Inventory Reports)
- Handle customer transactions and reconcile discrepancies.
- Preparing monthly payrolls company employees
- Create and update software and excel spreadsheets.
- Review account statements for clients & verify transactions.
- Prepare and complete customer payments, back up docs and approval.

3. Al Saeed General Trading (September 2017 – January 2019)

- Al Qusais, Industrial No. 4, Dubai, United Arab Emirates - Email address: www.prgwheels.com

Accountant cum Admin Officer



- Preparing the monthly Financials Statements includes (Balance Sheet, P&L, Cash Flows, Reconciliation and Sales Reports, Stocks & Inventory Reports)
- Handle customer transactions and reconcile discrepancies.
- Preparing monthly payrolls company employees
- Preparing monthly Bank Reconciliation Reports for Corporate Bank Account and Employer's Private Bank Accounts
- Knowledgeable in Import/Export Documents in Handling Bills for Collections, Bank Letter of Credit (LC), and Shipping Documents for Customs related matters.
- Preparing for Daily Check Vouchers / Receipt Vouchers / Journal Vouchers
- Contact vendors for invoice to meet month end payments.
- Create and update software and excel spreadsheets.
- Review account statements for clients & verify transactions.
- Prepare and complete customer payments, back up docs and approval.
- Maintain positive customer rapport.

Purchasing Officer / Import & Export Officer

- In charged in Imports processed with direct communication with Suppliers (Manufacturing / Trading Companies directly from China, Taiwan, Thailand, and the Philippines.
- In charged in communication and keeping track of upcoming shipments from Dubai Customs and for the transportation of the shipments to be received in company warehouse facility.

4. Salubris, Incorporated - Salubris Medical Center (December 2016 – June 2017)

- Solano, Nueva Vizcaya, Philippines

Financial Officer (Credit and Collection Department)



- Process and prepare financial and business forms for the purpose of checking account balances, facilitating purchases, etc.
- Perform routine calculations to produce analyses and reports as requested by the finance director
- Help oversee and manage individual accounts
- Create, send, and follow up on invoices
- Review and adhere to department budgets
- Collect and enter data for various financial spreadsheets
- Review and audit financial statements and reports, ensure all calculations and data entries are correct
- Reconcile any discrepancies or errors identified by conversing with employees and/or clients
- Report any troubling discoveries or suspicion of wrongdoing to the proper authorities
- Collect information for and prepare payroll payments for employees
- Assist the financial director in creating financial reports on a regular basis
- Adhere to the company's or organization's financial policies and procedures
- Answers question and provide assistance to stakeholders, customers, and clients as needed
- Attend finance department and company-wide meetings, sometimes assisting with financial reporting to managers and senior executives

5. Prestige Wheels and Tires (April 2015 – March 2016)

- Al Qusais, Industrial No. 4, Dubai, United Arab Emirates - Email address: alsaeedt@emirates.net.ae

Accountant cum Admin Officer



- Handle customer transactions and reconcile discrepancies.
- Preparing monthly payrolls company employees
- Preparing monthly Bank Reconciliation Reports for Corporate Bank Account and Employer's Private Bank Accounts
- Review account statements for clients, verify transactions.
- Prepare and complete customer payments, back up docs and approval.
- Maintain positive customer rapport.

6. National Company for Training and Education Technologies (TETEC) (March 2013–March 2015)

- Riyadh, Kingdom of Saudi Arabia - Website: www.tetec.com.sa

A. Financial Accountant



- Maintains financial records for subsidiary companies by analyzing balance sheets and general ledger accounts
- Reconciles general and subsidiary bank accounts by gathering and balancing information.
- Provides financial status information by preparing special reports (Sales Reports); completing special projects.
- Corrects errors by posting adjusting journal entries.
- Maintains general ledger accounts by reconciling accounts receivable detail and control accounts; adjusting entries for amortizations prepaid; analyzing and reconciling retain age and accounts payable ledgers; preparing fixed asset depreciation and accruals.

- Maintains accounting controls by following policies and procedures; complying with federal, state, and local financial legal requirements.
- Updates job knowledge by participating in educational opportunities; reading professional publications. Accomplishes accounting and organization mission by completing related results as needed.

B. Courier Officer-In-Charge (FedEx / aramex / DHL / UPS)

- Receive parcels or materials to be delivered, and information on recipients, such as names, addresses, telephone numbers, and delivery instructions, communicated via telephone, e-mail, or in person for booking and scheduling for the pick-up
- Record information, such as items received and delivered and recipients' responses to messages.
- Maintaining communication and control through all phases of the journey, including the production of management reports and statistical and unit cost analysis using their Tracking System located of each Courier's Company's Website.
- Preparing for the Monthly Reconciliations of the different courier company upon receiving their Invoices as well as Payables.

7. Snaf Lift Internationality Company (August 2011 – June 2012)

- Riyadh, Kingdom of Saudi Arabia

A. Executive Secretary

- Attached delivery notes, Store receipts voucher and Purchase Order forms
- Attend telephone Calls and update Manager's calendar
- Reserve Meeting's room in mainframe.
- In-charge in all international business calls and meetings (Italy).
- Handling different bank transactions (Cash and Check's Deposits, Cash withdrawal and encashment of Checks)
- Working as Company Secretary, deals with all Company paper works especially in Contracts on
- Installation, Maintenance, and Turn-Over Contracts.
- Making Elevator Plans and designs to its prospective clients.

B. Promoted as Sales Engineer

- Work as Sales Engineer for prospective Clients in the Installation of new Elevator Units to their newly constructed Villas, Amaras (Building), Palaces, Restaurants and other Building Establishments.
- Collecting payments from Clients in form of Cash or Checks.

8. Al-Owaidah House Contracting Estate (December 2008–January 2011)

- Riyadh, Kingdom of Saudi Arabia - Website: www.owaidah.com.sa

Company Secretary

- Collect Minutes of Meeting agenda, objective and subject.
- Help in coordinating and schedule meetings; Reserve Meeting's room in mainframe.
- Prepare Faxes and Memos released; Executing tasks of file organization
- Attend Telephone Calls and update Manager's calendar
- Attached delivery notes, Store receipts voucher and Purchase Order forms.
- Reconciliation of Accounts through monthly telephone and Internet bills.
- Prepare a schedule of daily wages and overtime wages of employees.
- Preparing Inventory reports and Office supplies
- Handling different bank transactions (Cash and Check's Deposits, Cash withdrawal and encashment of Checks)

9. S & J Marketing (June 2007 – December 2008)

- Solano, Nueva Vizcaya, Philippines

Credit Investigator and Collection Officer

(Duties and Responsibilities)

IN THE OFFICE:

- Preparing for Credit Reports
- Officer-In-Charge, in the absence of the Credit Department Supervisor.
- Cashier for the Office Payers Accounts.
- Handling different bank transactions (Cash and Check's Deposits, Cash withdrawal and encashment of Checks)
- Reconciliation of the total monthly collection for Home Office to Branch.

ON FIELD:

- Conducting Credit Investigation Process on the desired accounts/customers.
- Daily cash collection on Field Payers Account.
- Customer Service and Checking on products purchased from the Branch Market.
- Act as intermediary between S&J Marketing and Accounts/Customers.
- In some instances, Marketing and Selling Strategies made to help in gaining more sales quota on a specific month.

10. HsinHao Food Corporation, Ltd. (May 2005–May 2007)

- Chunan Town, Miaoli Hsien, Taiwan, Republic Of China

Factory Worker / Machine Operator

- Packaging Machine Operator
- Marketing Coordinator
- Sales Executive
- Production and Quality Controller

11. Moneyline Lending Company (November 2004–April 2005)

- San Carlos City, Pangasinan, Philippines

Financial Consultant

- Internal Branch Auditor, Cashier Clerk, and Inventory Officer
- Conducting Credit Investigation Process on the desired accounts/customers.
- Cash collection on Field Payers Account, Act as intermediary between the company and the Accounts/Customers.

12. Canelle Food Corporation -Cinnabon (August 2004–December 2004)

- Makati City, Philippines

Bakery Associate

- All around Store person, engaged on baking (production) of the Cinnamon Products and Coffee Shop.
- Marketer, Cashier, and Service crew.

13. Jollibee Food Corporation (August 2002–August 2003)

- Solano, Nueva Vizcaya, Philippines

Service Crew

- As a part-time working student back then, I worked as service crew in one of the fast food chain the country.
- Assigned in the kitchen as a Fry Man, and being on the crew of this company, I'd developed a "clean-as-you-go" policy, the "gold standard quality", the sense and punctuality, good working environment and as well as good time management.