

JEAN B. AROJO

Discovery Gardens, Dubai, UAE



Contact No's:

+971569012438;

Email address:

jm01_24@yahoo.com

Mission Statement

- To be able to provide a quality service in my chosen field, through acceptance of challenging assignment & opportunities, constant practice, and continuous education.

Education:

- **Bachelor of Science in Accountancy**
University of the East, Philippines

Computer Skills:

- Proficient in Excel, Word, PowerPoint, MS Outlook

Other Skills/Training:

- Vat Mastery in UAE Training
- Baking & Pastry Production
National Certificate (NCII) Holder

BACKGROUND:

I have more than a decade of total working experience in different Industry (Retail, IT, Food & Beverage and Shipping) which have given me varied skills and different exposure to any aspect of an Organization; From Finance, HR, Sales, Purchasing, Office Administration and to Business Operations.

I am a life-long learner; I have a learning Agility and take what I learned in the past and apply the same in the new situations. I believe that a person who is flexible, open-minded and interested in learning is far more better than a person who determined to keep doing it the old way.

I have listed below roles that I actively partake from my current to previous employers.

FINANCIAL REPORTING:

- Prepares Daily / Monthly Reports to Management (P&L, Balance Sheet Statement, Sales Report, Bank Recon & Others)
- Monitor Bank Accounts, Managing Cash Flow efficiently and undertaking Daily Reconciliation of the Bank to ensure proper funding.
- Achieves financial objectives by preparing an annual budget, scheduling expenditures, analyzing variances, and initiating corrective actions.
- Responsible for Filling VAT Returns
- Prepare documentation required for financial year-end and annual audit, including the primary review of auditor output and collaborate with financial auditors to ensure successful audit.
- Handle the monthly/Annual Audit of the company independently.

A/R & CREDIT COLLECTION MANAGEMENT:

- Monitoring debtor balances to ensure a reduction in debtors DSO (Daily Sales Outstanding)
- Proactively manage and collect debts from company debtors in a timely manner through regular follow-up with customer and chasing up overdue payments via telephone, email and conduct customer office visit.
- Ensuring credit and collection policies and procedures are followed
- Resolving queries both internally and externally around outstanding invoices.
- Posting and allocating daily receipts to accounting systems
- Reconcile Financial discrepancies by collating and analyzing account information.

ACCOUNTS PAYABLE (ADMIN, VENDOR & FDA):

- Monitoring day to day payable and vendor ageing.
- Prepares and scheduling payment to vendor through Cheque/Telegraphic Transfer and ensuring payment is received for outstanding credit.
- Keeping track of all payments and expenditures, including payroll, purchase orders, invoices, statements, etc.
- Maintain and secure the petty cash disbursements, cash control and petty cash statement preparation
- Reconcile Financial discrepancies by collating and analyzing account information. (A/P & Ledger Reconciliation)
- Submission of Monthly Final Disbursement Account to HQ
- Handle the intercompany settlements and reconciliation

Accounting /ERP Software:

- Microsoft Dynamics NAV
- Softship Finance
- FPL Accounting System (Paragon Dynamics)
- WhizeCargo
- Intuit QuickBooks Enterprise Solutions – Professional Services 16.0
- Finance Oracle Application (Oracle 11i)
- ORMS (Oracle Retail & Merchandising System)
- ORESA (Oracle Retail Sales Audit)
- SIM (Oracle Store Inventory Management)
- ORWMS (Oracle Warehouse Management System)
- ISIS (Integrated Stock & Inventory System)

- Validate & Reconcile submitted Monthly Final Disbursement Account from Port Agents.
- Handle the intercompany settlements and reconciliation

COST & INVENTORY CONTROL MANAGEMENT:

- Check Store Branch Daily Sales Report (Cash Deposit, Credit Card Payment, CN Issuance & Claims reconciliation)
- Effectively manage and control inventories, conduct spot checks in the F&B Outlets to ensure standard operating procedure is followed and internal controls are maintained.
- Coordinate with purchaser all vessel on-board requirements (Provision, Uniform, equipment & Repairs).
- Carry out spot-checks on the vessel stores/bars/restaurants/fridges.
- Account for all stock transfers between locations and conduct voyage wise/month-end inventory.
- Inputs physical food and beverage stock counts into the computer system and analyze results highlighting the discrepancies in opening, consumed, closing stocks for additional counts or reviews.
- To monitor and control all the ordering, issuing and stocks of food and beverage in bars, stores and cellars across the business. To manage the financial results ensuring best quality at maximum financial profit.
- Monitor sales 'best selling' 'least popular' items and advise the F&B General Manager accordingly so reviews can be taken/dishes removed where necessary.
- Participate in Monthly & Annual Stock Taking both store & warehouse

PURCHASING & OFFICE ADMINISTRATION:

- Coordinate & Prepare purchase order to Supplier for vessel requirements (Provision, Uniform, equipment & Repairs).
- Research and evaluate potential vendors and suppliers
- Comparing and evaluating offers/quotations from suppliers
- Negotiating appropriate contract terms of agreement, pricing and supply
- Examine and review products and supplies to ensure quality
- Track the status of any orders and ensure timely delivery
- Deal with non-supplied, under orders, over orders and damaged goods.
- Maintain updated records of purchased products, delivery information and invoices
- Preparing new employee Files and collecting employment Information and conduct employee orientation
- Maintains office services by organizing office operations and procedures, preparing payroll, controlling correspondence, designing filing systems, reviewing and approving supply requisitions, and assigning and monitoring clerical functions.
- Collate all salary amendments, update payroll data on counter to ensure accurate output and ensure that net salary reconciliation is done before the salaries are paid out before end of each month
- Ensure that staff payroll administration is verified for accuracy, properly processed and that all statutory payments are made on a timely basis.

F&B (Vessel) & BAKERY OPERATION:

- Handles crew embarkation & disembarkation schedule, Leaves & Contract renewals.
- Conduct food Tasting and service evaluations.
- Coordinate with F&B Restaurant Manager all book events on-board. And to ensure event was proper execute.
- Secretariat for Enterprise-wide risk management (Vessel Operation emergency situation)

- Supervise the Bakery team in all aspects of the department and ensure service standards and safety and sanitation policies are followed and responsible to its day-to-day operations.

WORK HISTORY:

- ❖ **CUSTOMER SERVICE AND ACCOUNTANT**
PIONEER LINKS SHIPPING LLC (Agent of Feedertech PTE Ltd)
Burdubai, Dubai UAE - **April 2019 – March 2021**
- ❖ **FINANCE EXECUTIVE**
TEHAMA SHIPPING SERVICES CO. LLC
Business Bay, Dubai UAE - **March 2018 – April 2019**
- ❖ **ADMINISTRATIVE & BILLING MANAGER**
PARIS TECHNOLOGIES PHILS, INC.
BGC Taguig, Philippines - **August 2016- Nov 2017**
- ❖ **BAKERY SUPERVISOR**
BB. BHENG BAKESHOP BAKE SHOP
Caloocan City, Philippines - **June 2014 – June 2016**
- ❖ **ACCOUNTANT**
MAX Retail LLC – LANDMARK Group
DIP, Dubai, UAE - **February 2008 – October 2013**
- ❖ **FOOD & BEVERAGE OPERATIONS COORDINATOR**
SEA MERCHANTS, INC.
Port Area, Manila, Philippines – **Feb 2006 – Nov 2007**
- ❖ **PURCHASING AND MANNING -**
September 2005 – Feb 2006
- ❖ **INVENTORY / COST CONTROLLER -**
May 2002 – August 2005
WG&A Super commerce-LINSI Port Area, Manila, Philippines
- ❖ **ACCOUNTING ASSISTANT**
WESTERN MARKETING CORPORATION
Quezon City, Philippines - **May 2001 - April 2002**