

Jade Ecaranum, CPA

Finance Manager

A highly competent and motivated finance professional with over twenty (20) years of progressive and diversified accounting and finance experience across aviation, commercial finance, government, construction, and music industries. Proactive, organized and results-oriented problem-solver with an ability to manage multiple tasks efficiently, communicate with people at all levels, perform under extreme pressure, and deliver results within tight deadlines.



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WORK EXPERIENCE

Constellation Aviation Services LLC

Dubai, United Arab Emirates

Finance Manager • August 2019 to present

Responsibilities:

- Monitor the monthly, quarterly, year-end closing results, generate Balance Sheet, Income Statement, Cash Flow Statement and other MIS reports to Accountable Manager and CEO
- Reconcile and manage the trial balance, including revenue recognition, expense accruals, leased assets (ROUA), prepayments, accounts receivable and accounts payable.
- Prepare monthly rolling cash forecasts and requirements and monitor multi-currency bank balances, incoming collections, and scheduled payments.
- Provide financial leadership in the annual budget preparation and provide variance analysis of actuals vs. budgets based on current and historical information.
- Verify payroll calculations, end of service gratuity accruals and final settlements.
- Manage banking relationships and attend to all banking and credit card requirements.
- Ensure quarterly VAT returns, obtain refunds, and compliance to Economic Substance Regulations
- Review vendor contracts with respective department heads including aircraft dry lease, aircraft handling agreements, subscriptions, and insurances.
- Ensure internal controls in place are adequate and financial policies and procedures are followed.
- Liaise with external auditors to plan the annual financial audit. Run point and ensure financial statements and audit reports are completed on time.
- Lead the implementation of the new accounting software (Zoho Books) and design the automation of routinary processes and reports using Microsoft excel tools like macros and power query.
- Mentor team members regarding various processes such as accounting cycles, revenue invoicing, purchases, credit cards, month-end journal entries, and general ledger-sub ledger relationships.

Senior Accountant • January 2019 to July 2019

Highlights and contributions:

- Assumed payroll (WPS), banking and other functions from CHLLC Head of Finance.
- Monitored the deregistering and securing of new Tax Registration Number
- Facilitated the migration of accounts and implementation of new accounting software.
- Supervised and trained 1 junior accountant and 1 admin staff.

Constellation Holdings LLC

Dubai, United Arab Emirates

Accountant • May 2013 to December 2018

Highlights and contributions:

- Provided support to Head of Finance in carrying out the accounting functions for Constellation Aviation Services LLC (subsidiary) including but not limited to:
 - Cash (petty cash management, bank reconciliation statements, cash position)
 - Accounts Receivable (tax invoices, charter contracts, credit control)
 - Accounts Payable (bills, wire transfers, vouchers, credit cards, per diem and expenses)
 - General Journals (provisions, accruals, depreciation, intercompany and adjustments)
- Prepared, analyzed, and substantiated periodic financial statements and reporting
- Assisted in carrying out the annual financial audit and filing of quarterly VAT returns.
- Liaised with bank for payment amendments and other related correspondences.
- Worked with CFO on providing financial assumptions for the business plan submitted to UAE General Civil Aviation Authority to secure an Air Operator's Certificate (AOC).
- Streamlined reporting and liquidation of credit card expenses.
- Consolidated annual budgets and created quarterly variance reports on spending.
- Re-mapped all budget line items to the chart of accounts.
- Verified correctness and completeness of crew per diem calculations submitted by flight operations.

CORE COMPETENCIES

Financial Accounting (IFRS and US GAAP)
Financial Statements and MIS Reporting
Financial Modeling and Analysis
Cash Flow Management
Budgeting and Forecasting
Cost Control and Process Improvements
VAT Implementation and Tax Filing
Microsoft Applications and Accounting Systems

EDUCATION

Bachelor of Science in Accountancy

Graduated, March 2000 (Academic Scholar)
Xavier University – Ateneo de Cagayan, Philippines

CERTIFICATION

Certified Public Accountant

CPA Licensure Exam, October 2000
Professional Regulation Commission, Philippines

IT SKILLS

Oracle, SAP, GECARS
Zoho Books, Emirates NBD SmartBusiness
Microsoft Dynamics, FOS Rockwell Collins
QuickBooks, Quantum Control, Platinum
Microsoft Applications, Macros, Power Query

TRAININGS ATTENDED

VAT Program for Aviation Operators
VAT implementation in the UAE
Safety Management System
Sarbanes-Oxley Act of 2002
IAS 11 Construction Contracts
Anti-Money Laundering and Anti-Bribery
LEAN Awareness

PERSONAL INFORMATION

On UAE residence visa
Filipino
English (fluent), Tagalog (native)
November 10, 1979 (date of birth)

REFERENCES

Available upon request

WORK EXPERIENCE (continued)

General Electric – GE Capital – Working Capital Solutions

Dubai, United Arab Emirates

Credit Control Specialist • July 2010 to April 2013

Highlights and contributions:

- Collected \$70M accounts receivables for GE Healthcare portfolios (Digital Imaging, Ultrasound & Life Care Sciences) for East and South Africa, Turkey, and Central Asia regions.
- Gained substantial expertise on Anti-Money Laundering (AML) and Financial Action Task Force (FATF) rules and regulations.
- Provided periodic estimation, forecast and risk assessment on collection and past dues.
- Monitored timely resolution of customer disputes with Cash Leader, Finance and WCS Team.
- Liaised with Letter of Credit coordinators to ensure collection of payments as per maturity dates.
- Accomplished all tasks in line with GE compliance and integrity requirements.

Cash Application Specialist • August 2008 to June 2010

Highlights and contributions:

- Supported cash application of GE Energy Services portfolios in Middle East Africa (MEA) and assigned portfolios in Europe.
- Maintained \$5M unapplied cash and credits through monitoring and matching prepayments against new invoices billed.
- Significantly reduced over-365 days PD unapplied cash/credits by 80% for Middle East and Africa.
- Ensured payments received comply to State Sponsors of Terrorism (SST) and Anti-Money Laundering (AML) rules and regulations.
- Designed training modules to assist new hires based in UK for GE Energy Services portfolios in Germany and France.
- Attended cash application reviews and resolved issues with Cash Manager, GE Treasury and GECARS Support Central.

ExecuJet Middle East LLC

Dubai, United Arab Emirates

Accountant • August 2006 to July 2008

Highlights and contributions:

- Collected and monitored accounts receivables and provided weekly aging reports to Maintenance Director.
- Provided customer payment trends to assist management on granting desired credit facilities.
- Managed work orders and ensured timely invoicing using Quantum Control software.
- Assisted Finance Controller in the preparation of periodic financial statements and management reports.
- Ensured expense reimbursement claims and AMEX credit card payments were approved and properly recorded.
- Reconciled general ledger and prepared month-end journals covering provisions, accruals, allocations, and cross-charges.
- Facilitated the presentation of all documents against Letter of Credit resulting to collection of over-365 days past due.
- Improved revenue recognition on warranty labor hours claimed and warranty labor income.
- Interfaced income and cost data from Quantum Control & Crystal Reports into QuickBooks.
- Established effective management controls on petty cash fund.

EMI Music Arabia FZE

Dubai, United Arab Emirates

Accountant • October 2005 to July 2006

Highlights and contributions:

- Handled petty cash fund.
- Generated and verified daily invoice edit report, sales invoices, and credit notes.
- Monitored invoicing and collections from various local and foreign multi-currency customers.
- Prepared and recorded telegraphic bank transfers and checks payments using accounting software Platinum.
- Maintained inventory item master, class, and price in the product price matrix system.
- Synchronized warehouse inventory and online sales to the Global Sales System (UK Server)
- Prepared monthly bank reconciliation statements.
- Assisted in the preparation of monthly management accounts, provisions, and accruals.

National Government Agency - Department of Public Works and Highways Region 10

Cagayan de Oro City, Philippines

Accountant II • May 2002 to September 2005

Highlights and contributions:

- Consolidated and verified financial reports submitted by 13 operating district units of the region.
- Designed a tracker to monitor the allocation and balances of various infrastructure program funds.
- Liaised with Commission on Audit regional office on audit findings and other inquiries.
- Verified special journals, general & subsidiary ledger accounts maintained by bookkeepers and accounting clerks.
- Ensured prompt and proper recording of all collections, payments, accruals, and adjustments.
- Audited payrolls, remittance vouchers, contractor progress billings and supplier claim as required.
- Assisted in the implementation of the New Government Accounting System.