



## **GRACIELIZA Z. SANTOS**

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Visa Status: Cancelled

### **Summary and Skills**

Pro-active and result-oriented with 20 years of experience in bookkeeping, general accounting and business administration functions which have been acquired by working with different industries in UAE, Bahrain and Philippines.

- Proficient in Quickbooks, Excel, Word and Outlook
- Knowledge of UAE VAT rules and filing
- Expert in Accounts Reconciliation of Bank, Payables and Receivables
- Operations management including Procurement and HR support
- Database and Office management familiarity
- Time-efficient, systematic working methodology
- Rapid adaptability to creative problem-solving strategy
- Detail-oriented with excellent interpersonal skills
- Analytical with strong communication and negotiation skills

### **Work Experiences**

Company Name : SUSHI CENTRAL RESTAURANT LLC- ABU DHABI, UAE  
Position Title : Accountant  
Industry : Hospitality & Restaurant  
Duration : May 2014 – December 2020

- Document and analyze financial transactions by entering account information in the system such as daily sales and petty cash / operating expenses, suppliers' and customers' invoices
- Administer in cheque preparation and dispatch for all payables
- Organize and handle all receivables for payment collection and bank deposits
- Reconcile accounts of petty cash, credit card, bank account, payables and receivables
- Work closely with Financial Consultant to prepare weekly Cash Flow Schedule, monthly Financial Statements and quarterly MIS Report
- Coordinate regularly with Operations Manager for business strategy proposal and implementation
- Create filing system and update database of employees, customers and vendors for easy access
- Sourced vendors and built relationships to negotiate prices, ideal terms payment and delivery structures for purchases
- Managed payroll process, inventory and administrative works.
- Trained new employees on accounting principles and company procedures
- Assist in yearly audit

Company Name : NORTHGATE ARINSO, INC. – PHILIPPINES  
Position Title : Payroll Consultant  
Industry : Business Process Outsourcing  
Duration : October 2012 – February 2014

- Accountable in the quality and timeliness delivery of payroll services based on contract
- Process various payroll reports such as but not limited to client's custom reports
- Analyze and solve client's questions and / or requests efficiently and effectively
- Receive escalated inquiries and accurately denote to tracking system determining the most useful method of resolution
- Assist in preparation of DWI (Detailed Work Instruction) for all existing processes
- Initiate process improvements to increase work competency

Company Name : JUMA ABD MOHAMED & SONS BSC © - BAHRAIN  
 Position Title : Accountant  
 Industry : Construction & Maintenance Contractors  
 Duration : July 2010 – August 2012

- Monitor petty cash vouchers
- Maintain and record inventory of supplies used in site
- Keep record of items issued to workers
- Analyze expenses incurred for vehicles
- Procure, document and prepare purchase orders
- Responsible for the payment and reconciliation of accounts
- Handle of cheques dispatch and cancellation
- Issue clearance to turn-over items of resigned employees
- Assist in planning of company form and procedure

Company Name : STA. LUCIA EAST DEPARTMENT STORE, INC. - PHILIPPINES  
 Position Title : Accounting Supervisor  
 Industry : Retail / Merchandise  
 Duration : February 1999 – July 2010

- Responsible for the operations of the entire Accounting Department
- Oversee work done by staff
- Review and check disbursement vouchers
- Check journal vouchers and related schedules
- Check the collection and deposit report of daily sales
- Check financial statement and bank reconciliation
- Monitor various schedules to be submitted on or before the deadline
- Co-formulate internal control policies and procedures

### **Educational Background**

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Qualification : Bachelor's/College Degree  
 Field of Study : Accountancy  
 Institute/University : Miriam College, Quezon City  
 Graduation Date : April 1997

### **Personal Data**

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Nationality : Filipino  
 Religion : Christian  
 Status : Married