



# NADINE CAPINPIN

ACCOUNTANT



Al Rigga, Dubai



056-814-2044



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## SUMMARY

Accounting professional with 5 years of experience in focusing on but not limited to payables, receivables and invoicing. Equipped with advanced knowledge in systems such as ERP, Sage, SAP and other Accounting system plus a wide knowledge in using MS Office tools.

## WORK EXPERIENCE

2019 - 2021

### ACCOUNTS ASSISTANT

Neighbourhood Express LLC | Dubai, UAE

- Prepare daily reports for the total deposit, revenue and shipments of remittance
- Reconcile and arrange reports, receipt vouchers and cash of all merchants scheduled to transfer
- Posting reports through Sage Accounting Software
- Monitor airway bills received from Operations Department
- Receive airway bills and amount prepared by Operations Department
- Prepare amount received for deposit
- Maintain cash received data for monitoring
- Prepare and monitor Master COD Report for management review

- Process invoicing and posting of Receipt Voucher to Accounts Receivable
- Communicate the monthly invoice of Credit Merchants to customers
- Handle incoming phone calls, follow up on pending matters, customer inquiries
- Manage petty cash for disbursement handover
- Purchase order creation

2016 - 2019

#### **ACCOUNTANT**

Multinational Maritime Inc. | Manila, PH

- Prepare cheques and vouchers for disbursements
- Arrange monthly crew allotment of assigned vessels
- Manage employees' monthly payroll
- Arrange crew special and emergency remittance
- Compute and reconcile final balance of debarked crew
- Post and generate reports through HILSOFT ERP System
- Ensure to adjust balance record based on journal voucher in the system
- Prepare bank reconciliation statement
- Prepare monthly statement of general account related to assigned vessels
- Consolidate and confirm PhilHealth report for seafarers
- Process Certificate of Employment and Letter of Endorsement to AMOSUP of seafarers and other official letters

## TRAININGS

2015

#### **ACCOUNTS ASSISTANT (INTERN)**

Cyberfridge General Services Inc. | Manila, PH

- Sorting of files and documents
- Photocopying and scanning of documents
- Encoding of data
- Taking and distributing of messages and documents

2015

**ACCOUNTS ASSISTANT (INTERN)**

Kerry-ATS Logistics Inc. | Manila, PH

- Typing assigned documents
- Photocopying and scanning of documents
- Preparing vouchers for disbursement
- Assisting other clerical works

**SEMINARS  
ATTENDED**

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**JANUARY 2016**

Labor Education Seminar

**JULY 2015**

Internal Auditing "Dream Big, Become Big"

**DECEMBER 2014**

Leading and People Management

**FEBRUARY 2013**

Financial Statement Seminar

**EDUCATIONAL  
ATTAINMENT**

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2012 - 2016

**GRADUATED**

Lyceum of the Philippines University – Manila  
Bachelor of Science in Business Administration  
Major in Management Accounting

**SKILLS  
& INTERESTS**

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- Intermediate knowledge in Microsoft Office
- Detail oriented
- Communication and interpersonal skills
- Time management and ability to prioritize work
- Have conventional interests
- Organizational skills
- Flexible and adaptable
- Persistent and patient
- Accounting software such as HILSOFT ERP System and Sage

I hereby certify that all information is true and at the best of my knowledge.

**Antoniette Nadine Capinpin**