



ABADA GHIA S.

Contact Details

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Personal Skills:

Proficient in QuickBooks and Microsoft Office products including Excel.

Has a technical ability especially in Microsoft Office (Word, PowerPoint) with some experience in computerized book – keeping.

Excellent time management skills with the ability to prioritize multiple tasks and responsibilities while meeting deadlines.

Experience processing accounts payables, accounts receivable and cash receipts functions.

Participates in all levels of journal entry, month-end reports (Receivables & Payables).

Reconcile general ledger reports and bank statements.

Good at interpersonal skills.

Maintains a high level of discretion when dealing with confidential information.

OBJECTIVES: Motivated individual seeking to obtain the accounts position and utilize strong familiarity with industry standard software as well as refined budgeting, problem solving abilities and planning skills. Benefits from 3 years of experience and comprehensive knowledge of relevant computer systems and software. Experienced, knowledgeable and highly motivated accounting position in a company in order to make a positive contribution to the workplace. Seeking a full time position in an organization which will give me challenging responsibilities and an opportunity to grow. Professional to manage the problem solving. To grab an opportunity where I could improve my skills along with the betterment of the company.

WORK HISTORY

ACCOUNTING STAFF

Americana food company Doha Qatar

September 2020-July 2021

- ☐ Monthly and annual inventories
- ☐ Monitoring and Generating sales report daily and monthly
- ☐ Billing adjustment
- ☐ Updating client statement of accounts
- ☐ Segregating, processing clients voucher, formatting and filing
- ☐ Perform accounts payable functions invoice and payment processing
- ☐ Answering all clients related concerns
- ☐ Petty cash, bank accounts and other daily/weekly/monthly reconciliations

Archer-Daniels-Midland COMPANY

JUNE 2018 – AUGUST 2020

- ☐ Daily recording of Suppliers Invoices and Customer Invoice preparation
- ☐ Payment Processing
- ☐ Petty Cash Disbursement
- ☐ Follow payment from customers
- ☐ Check Suppliers Invoice & DN against PO reference
- ☐ Request payment for suppliers after validation of all supporting documents
- ☐ Update and reconcile Suppliers Ledger
- ☐ Support Suppliers request and concern
- ☐ Reconcile with Procurement Department and Receiving for any discrepancies in Invoice, DN & PO.
- ☐ Reconciled records of bank transactions
- ☐ Performed general accounting function, journal entries, reconciliations and accruals.
- ☐ Assist Accounts Manager in all daily tasks
- ☐ Other duties assigned from time to time.

**PUREGOLD COMPANY – THREESIXTY PHARMACY
MARCH 2017 – MAY 2018**

- ☐ Developed and maintain a filling system
- ☐ Making reports on daily sales/services
- ☐ Preparing for a monthly collection (per department)
- ☐ Input Daily services summary reports
- ☐ Updating services weekly, monthly and yearly
- ☐ Preparing Statement of Account (Monthly collection)
- ☐ Preparing management documents
- ☐ Audit all reports and documents to be submitted to the main accounting office
- ☐ Audit daily cashier's collection
- ☐ Can do cashiering at the same time.
- ☐ Checking daily, monthly expenses
- ☐ Prepare Monthly Petty Cash Statement
- ☐ Other duties assigned by Senior Accountant

Internship

BDO UNIBANK INC.

November 18, 2016 – February 14, 2017

(Accounting – Accounts Payable Department/Service Associate)

- ☐ Preparing deposit for cash and check collections
- ☐ Making collection report
- ☐ Filling of requisition for payments (RP) in order
- ☐ Audit the sales invoice, receiving reports, purchase order
- ☐ Filling of check vouchers
- ☐ Make a transmittal of documents for approval of signatories
- ☐ Preparing BIR, VAT remittance

SEMINARS & TRAININGS

USPF-Main Salinas Drive, Lahug Cebu City.

- ☐ Bloomberg Financial Caravan 2016

USPF-Main Salinas Drive, Lahug Cebu City.

February 4, 2016

- ☐ Financial Literacy

USPF-Main Salinas Drive, Lahug Cebu City.

February 2017

- ☐ Work ethics and Professionalism

USPF-Main Salinas Drive, Lahug Cebu City.

February 2017

- ☐ Leadership through Effective Communication Seminar

February 2017

- ☐ Effective Audit Management

February 2017

SGV & CO. – VAT Seminars & Trainings

- Value Added Tax (VAT)

EDUCATION

Tertiary:

University of Southern Philippines Foundation
Bachelor of Science in Business Administration
Major in Management Accounting (BSBA-MA)
Salinas Drive, Lahug, Cebu City 2014-2017

Secondary:

San Jose National High School
Puerto Princesa City, Palawan 2011-2014

Elementary:

F-Ubay Memorial Elementary School
Puerto Princesa City, Palawan 2006-2011

I certify that above information is true and correct to the best of my abilities.

GHIS S. ABADA