

## 4 YEARS OF UAE EXPERIENCE

### PERSONAL STATEMENT

Dedicated and persistent Finance & Administrative Officer with 5 years of competitive experience in industries of Global Trading and Hospitality. Eager to employ proven knowledge in accounts and administration. Searching for opportunities in the areas of Accounts Payable or Administration.

### CORE COMPETENCIES

LPO, GRN, Invoice	Administrative Support
3 way match system	Document & Record Control
Accounts Payable	Data Entry
A/P Aging Report	Travel Organisation
P2P Cycle	Office Coordination
Journal Entry & G/L	MS Office, SAP, MS Dynamics

### WORK HISTORY

#### Finance & Administrative Officer

Phoenix Global DMCC – Dubai, UAE

*December 2017 - Current*

**Job Summary:** Performs Accounts Payable & supporting the Finance team in different administration duties.

- Processing payments to vendors.
- Processing of company's internal expenses payments [Dewa, Du or Etisalat, & other administrative expenses]
- Preparing A/P aging report, Journal, G/L.
- 3-way match and scrutinizing Purchase Orders, GRN, and Invoice.
- Review and reconcile invoice discrepancies & performing monthly reconciliations.
- Address and respond to vendor inquiries.
- Supports in financial and banking documentation.
- Maintains & updates vendor accounts.
- Safe Keeping of cheques, bank tokens and financial documents.
- Providing reports to the Finance Manager on a weekly and monthly basis.
- Knowledgeable in P2P cycle.
- Preparation of OPEX reports.



## FRANZ ALAMARES

#### Current Job title

Finance & Administrative Officer

#### Email

franzalamares@gmail.com

#### Phone

(+971) 058-930-9310

#### Current Address

Dubai , United Arab Emirates

### EDUCATION

#### BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION DOUBLE MAJORS IN MARKETING MANAGEMENT AND BUSINESS ECONOMICS

University of Saint La Salle - Philippines  
*2010 - 2014*

#### DIPLOMA IN ACCOUNTING & FINANCE

Oxford Home Study Centre, Oxford, UK  
*March 2020 - Current*

### LANGUAGE SKILLS

#### TAGALOG

Native Speaker



#### ENGLISH

Fluent



- Performing minutes of the meeting and diary management.
- Organising of travel itineraries [booking of flights or hotels].
- Data entry of financial information into Citrix [Online Commodities System]
- Hands on experience in MS Excel, Word, Power point, Citrix.

#### ACCOUNTS ADMINISTRATION ASSISTANT

AWJ Investments LLC – Dubai, UAE

December 2016 – December 2017

**Job Summary:** Assists the Central Production Facility in Invoicing Management, payment processing and administration assistance to the production facility managers.

- Provide administration duties to the production facility managers.
- Handling payments to Vegetable and Fruit suppliers.
- Liaise with vendors regarding invoice discrepancies and other concerns.
- Maintaining the A/P reports daily & data entry of A/P transactions.
- Reviewing of LPO, GRN and Invoices.
- Helping the accounting department in processing invoices to clients as based on the purchase order submitted.
- Recording of monthly operating expenses
- Knowledgeable of MS Dynamics and MS Excel.
- Recording and Documentation of financial documents.
- Verification of discrepancies between LPO and GRN from the procurement team.
- Assists in journalising entries.
- Performs Documentation Record and Control a centralised documentation.
- Answering phone calls and routing them to the person concerned.
- Arranging travel itineraries of production managers.

\*\*\* REFERENCES WILL BE PROVIDED UPON REQUEST\*\*\*



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#### SOFTWARE USED

##### CITRIX (ONLINE COMMODITIES SYSTEM)

Intermediate



##### MS WORD

Intermediate



##### MS Excel

Intermediate



##### SAP

Intermediate



##### ADOBE SPARK

Advance



##### MS DYNAMICS

Intermediate



#### SOCIAL MEDIA



<https://www.linkedin.com/in/franz-alamares-239ba1119/>



franzalamares