



LUZ L. BORBON
AL BARSHA 1, DUBAI UAE
MOBILE NO: 0561932122
EMAIL ADDRESS: borbonluz2019@gmail.com

OBJECTIVE : To obtain a permanent position with a company that utilizes my previous work experiences, interpersonal skills and willing to be train.

TECHNICAL SKILLS : Prime Software, Peachtree & SAP Accounting System, Advance Microsoft Excel

EDUCATIONAL BACKGROUND

Tertiary	: University of Cebu Sanciangco St. Cebu City, Phils. Bachelor of Science in Commerce – Major in Management Accounting S.Y. October 2004 - October 2008
Secondary	: The Sisters of Mary School (Girlstown) J.P. Rizal St. Talisay City Cebu, Phils. S.Y. June 1996 - March 2000
Primary	: Oslob Central Elementary School Poblacion, Oslob, Cebu, Phils. S.Y. June 1990 - March 1996

WORK EXPERIENCES

Company Name : CargoNet Services W.L.L.
Address : Barwa Village, Wakra Road, Doha-Qatar
Period Covered : October 2020 - March 2021
Position : Accounts / Admin / Secretary/Marketing & Sales
Duties & Responsibilities:

- Encode the Daily Sales to Peachtree System
- Assist the Head Accountant for daily transactions in the Accounts
- Doing admin works in the office and assisting the Managing Director of his office works

Company Name : Abantia Tempo, Engineering / Contracting
Address : West Bay Doha, Qatar
Period Covered : February 2020 - July 2020
Position : Assistant Accountant
Duties & Responsibilities:

- In charge of Accounts Payables to Suppliers by preparing payment vouchers using SAP software and making cheques preparation.
- Posting invoices to SAP
- Attend to suppliers' queries & Assist the Senior Accountant

Company Name : Luxury Global Malls, Inc. (A Megaworld Company)
Address : Manila, Philippines
Period Covered : January 2016 – January 2020
Position : Accounting Analyst/Accounts Receivable/Accounts Payable
Duties & Responsibilities:

- Responsible for the monthly Financial Statement with complete schedules
- Responsible for payment processing for all vendors in timely, accurate and complete manner
- In charge of monitoring the expenses, collection and preparation of monthly billing to Tenants

Company Name : Skyrise Realty & Development Corporation
Address : Cebu, Philippines
Period Covered : February 2010 – December 2015
Position : Accounts Payable Officer
Duties & Responsibilities:

- Perform the day to day processing of accounts payable transactions in an up to date an accurate manner
- Receive and verify documents for payment processes:
 - supplier's invoices, delivery receipts, purchase requisitions, purchase orders, receiving reports forwarded by the purchasing officer
 - contractor's documents including labor contract duly signed by the President, Warranty Certificates and contractor's progress billing
- Verify that transactions duly comply with the accounting policies and procedures
- Maintain subsidiary ledgers of contractors & suppliers for internal purposes
- Prepare reports such as: Purchase Journal, Cash Disbursement Journal, General Journal & Ledgers of Contractors and Suppliers
- Process check payments to various suppliers, contractors, loans, tax payments, fund transfers, time deposits, government dues and other government agencies
- Assist in monthly end reporting and reconciliation to Nominal Ledger for monthly financial report
- Correspond with contractors and supplier's inquiries
- Contractors and supplier's maintenance file
- Maintain an up-to date record of all check payments
- Maintain contractors/suppliers check payments logbook duly signed by accounting supervisor, accounting head and treasury head
- Other ad-hoc accounting duties with the consent of the accounting supervisor and accounting head
- Provide administrative support to ensure effective and efficient office operations
- Ensure the confidentiality and security of all financial and corporate files

Company Name : Crown Regency Hotels & Resorts (Affiliate of Jkings & Sons Co., Inc.)
Address : Cebu, Philippines
Period Covered : January 05, 2009 – November, 15, 2009
Position : Accounts Payable / Payroll Accountant
Duties and Responsibilities:

- Processed payroll of direct & agency based employees
- Processed payables from suppliers
- Issued check vouchers to the processed payables & forward to Audit Dept., then to Finance Dept. for check issuance
- Processed the Orchids Health Club Commissions of Prince Court Hotel
- Conduct actual month-end inventory
- Reported the Cash Disbursement Book every month to update the expenses
- Transmit payables with checks per check vouchers to their affiliates hotels
- Other ad-hoc accounting duties with the consent of the Accounting Manager

Company Name : QUEENBANK
Address : Cebu, Philippines
Period Covered : June 2008 – September 2008
Position : On the Job Training (Office Clerk)
Duties and Responsibilities:

- Issued Official Receipts to customers who paid water bills
- Filing the bank statements of bank clients through their account names/numbers
- Attended the inquiries of bank clients

Employer Name : Dra. Editha Sadia Pasco, D.M.D (Orthodontist)
Period Covered : July 2004 – October 2008
Position : Orthodontist Assistant (Part time job)
Duties and Responsibilities:

- Assisted the dentist in treating her patients
- Up to date filing the records of the patients

SEMINARS/WORKSHOPS ATTENDED

Customer Relation Seminar	- September 30, 2006
Job Hunting Seminar	- August 09, 2008
Work Ethics & Professionalism	- September 30, 2008
Beyond Customer's Expectations	- October 05, 2008
Maximizing the Advanced Features of MS Excel	- September 30, 2016 & October 1, 2016

PERSONAL DATA

Date of Birth : July 20, 1982
Civil Status : Single
Citizenship : Filipino
Gender : Female
Age : 38 years' old
Height : 163 cm
Weight : 65 kg
Religion : Roman Catholic
Visa Status : Tourist Visa

CHARACTER REFERENCES

Ms. Katherine Suerte
Accounts Officer, Hilton Dubai
+971 56 421 3708