

**SHARON**

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**SUMMARY OF QUALIFICATION**

* Senior Accounts Professional with 14+ years of experience in diversified entities in the fields of Accounts
* Acquired and gained in-depth accounting knowledge in different accounting functions resulting to develop an ability to organize and synthesize important financial information that will help users of financial statements understand the flow of business in an emerging and complex market.
* Adept in managing workload pressure effectively to attain and complete the task in a given time.
* Strong organizational capabilities & good time management skills
* Proactive and has the ability to adapt quickly and easily in an environment, honest & with high sense of integrity
* Strong analytical and problem solving skills
* Possess leadership ability
* Renders full financial report preparation
* Adept in communication and business correspondence matter
* Skilled at developing & maintaining professional relationships with clients
* Resourceful & effective at multi-tasking

**EDUCATION**

Bachelor of Science in Accountancy - University of San Carlos, Philippines 2000

**PROFESSIONAL EXPERIENCES**

**Finance Officer**

Italian Footwear Solution LLC / FME Gen. Trading JLT /

Italian Uniform Solution LLC, Dubai, UAE November 2012 – May 2016

**Senior Accountant**

Securitas UAE LLC April 2011 – May 2012

Green Hills Contracting LLC, Dubai, UAE July 2008 – March 2011

Aswar Engineering & Gen. Cont. Co. LLC, Abu Dhabi, UAE March 2007 – April 2008

**Accounting Head**

KY Polymer Corporation, Cebu, Philippines June 2004 – October 2006 March 2003 – January 2004

**Accounting Officer**

Cadiz Steel Corporation, Cebu, Philippines January 2004 – May 2004

**Accountant**

Cebu Nagata Corporation, Cebu, Philippines October 2000 – Oct 2002

**KEY RESPONSIBILITIES**

**Finance Officer –** Italian Footwear Solution LLC / FME Gen. Trading JLT/ Italian Uniform Solution LLC

* Handle complete books of accounts independently up to finalization for the three companies
* Providing and interpreting financial report/information as to the accuracy and completeness
* Monitoring and interpreting cash flows in order to fulfill efficiency in the company’s daily operation
* Managed & supervised all activities relative to the maintenance of complete & accurate financial records in accordance with the company’s accounting system
* Conducting reviews and evaluations for cost-reduction opportunities;
* Managing a company's financial accounting, monitoring and reporting systems;
* Liaising with auditors to ensure annual monitoring is carried out;
* Developing external relationships with appropriate contacts, e.g. auditors, bankers and statutory organizations
* Producing accurate financial reports to specific deadlines;
* Managing budgets;
* Arranging new sources of finance for a company's debt facilities;
* Supervising staff;
* Handles all the Letter of Credit documentation procedure
* Keeping abreast of changes in financial regulations and legislation.

**Senior Accountant –** Securitas UAE LLC

* Directly reporting to the Finance Manager.
* Implementing and maintaining accurate recording, classifying & summarizing of daily financial transactions, schedules, general ledger, subsidiary ledgers and other records plus resolving accounting discrepancies.
* Maintain up-to-date billing system, carry out billing, and follow up collection and reporting activities according to specific deadlines to ensure timeliness & accuracy.
* Regular monitoring of customer account details for non-payments, delayed payments, other irregularities and prepare analysis associated with it.
* Organizing a recovery system and initiate collection efforts
* Reviewed accounting and related system reports for accuracy of figures and completeness of information such as expense statements, payroll entries, invoices, and other accounting documents.
* Maintaining and recommending financial databases, computer software systems and manual filing systems to be implemented in the Accounting Department.
* Prepared schedules and analysis for the interim and annual audit; accountable for all bank transactions

**Senior Accountant -** Green Hills Contracting LLC, Dubai, UAE

* Directly reporting to the Managing Partner of the company.
* Managing the overall operation in the Accounting Dept. like monitoring accounts payable, accounts receivable, cash disbursement, cash receipts, petty cash fund, payroll, fixed assets for accuracy & completeness.
* Handle complete books of accounts independently up to finalization
* Implementing and maintaining an accurate recording, classifying & summarizing of daily financial transactions, schedules, general ledger, subsidiary ledgers and other records plus resolving accounting discrepancies.
* Ensuring all disbursements are documented and approved in accordance with company policies & procedures.
* Responsible in preparing salaries, wages, cheques and related vouchers; checking petty cash statements and subsequent allocation of related expenses to the designated accounts; reviewing expenses, payroll entries, invoices, bank reconciliations and other accounting documents; and computing leave and indemnity entitlements of staff and laborers.
* Maintaining and recommending financial databases, computer software systems and manual filing systems to be implemented in the Accounting Department.
* Accountable for all bank transactions, exact lapsing schedule, and for the year end audit schedules.
* Checked petty cash statements and subsequent allocation of related expenses to the designated accounts.
* Prepared schedules and analysis for the annual audit
* Reported directly to the Financial Controller of the company.
* Compiled & analyzed financial data to prepare the general ledger accounts and record all transactions.
* Received all the invoices from suppliers, verified records and checked details for vouchers preparation.
* Reviewed accounting and related system reports for accuracy of figures and completeness of information such as expense statements, payroll entries, invoices, and other accounting documents.
* Established, maintained & coordinated the team in the implementation of new accounting control procedures.
* Prepared salary, wages, and leave and indemnity entitlements computations of all employees.
* Checked petty cash statements and subsequent allocation of related expenses to the designated accounts.
* Rendered accounting services to the sister company – Bin Fadhil Al Mazroui Contracting Company.
* Checked monthly supplier’s report to know the account status to ensure timely follow up of pending payment.
* Coordinated with internal and external auditors for audit completion.

**Accounting Head -** KY Polymer Corporation, Cebu, Philippines

**Accounting Officer -** Cadiz Steel Corporation, Cebu, Philippines

**Accountant -** Cebu Nagata Corporation, Cebu, Philippines

* Handled overall operations in the Accounting Department including managing the books of accounts which comprises cash disbursement, cash receipts, general ledger, subsidiary ledger, sales book, inventory book.
* Prepared and finalize monthly financial statements; government reports on monthly, quarterly and annual basis such as VAT, withheld taxes (expanded and compensation), income tax return, BIR forms 2305, 2307, 2316; monthly, quarterly and yearly PEZA reports; also, semi-government reports such as SSS, PHIC, HDMF remittances & other related reports with supporting schedules and analysis as submittal to top management.
* Suggested and maintained various financial data bases, computer software systems & manual filing systems.
* Prepared schedules and analysis for the interim and annual audit; payroll computation;
* Analyzed revenue & expenditure trends and suggested ideal budget levels to ensure expenditure control.
* Managed payable due & aging of accounts receivable to ensure liabilities are paid off and revenue increases.
* Executed physical inventories count for raw materials, factory supplies, finished goods & work progress plus conducted fixed assets control to identify which consumable items are the most required in the company; and coordinated with purchasers and monitor the status of deliveries. Responsible in Petty cash management.
* Reported directly to the Managing Director with daily, weekly, & monthly accounting report in the department.
* Ensured compliance to tax policies and procedures in accordance with government regulatory body

**SEMINARS ATTENDED**

* Withholding Taxes & Special Topics on VAT Seminar
* International Financial Reporting: Full Compliance 2005
* Regulations & Ruling on Taxability of PEZA Enterprises
* Tax Updates on BIR Regulations, Rulings & Tax Planning
* Requirements in Computerized Withholding Tax Administration
* Mandatory Requirements in Fiscal Management of Cooperative
* Tax and PEZA Updates
* Updates on Special Economic Zone Act
* The Rights & Remedies of a Tax Payer
* Changes in the Value-Added Tax Law