

**KAREN**

[**KAREN.144037@2freemail.com**](mailto:KAREN.144037@2freemail.com)

**PROFFESIONAL OVERVIEW**

A multi-skilled and capable individual with excellent knowledge of finance & accounting processes and procedures. I have excellent communication and interpersonal skills coupled with great team work spirit. Exceptional analytical and problem solving skills with very good spreadsheet and Accounting Systems experience allows me to provide Accounting information to all areas of a business whilst ensuring that all management information is accurate, complete and timely .

In all areas that I have been involved I always target to provide continuous process improvements and efficiencies so that we are always adding value to the finance function. I believe that I am a very versatile individual who can be assigned any task whether Accounting or administrative related and know that I will give 100% to complete as required. I consider myself to be results focused and able to work under pressure. Ability to forge strong working relationships with a culturally and geographical diverse set of colleagues. I am currently looking for an accounting position which will allow me to develop my skills and experience further and provide me with new challenges.

**EDUCATION& PROFESSIONAL QUALIFICATION**

* Bachelor of Science, Major in Accountancy

ABE International College of Business and Economics - 2003 – 2007

Manila Philippines

Graduated CUM LAUDE in May 2008

Consistent Dean’s Lister – May 2003 – 2007

**CORE COMPETENCIES**

* Leadership and team management
* Strategic financial planning & implementation
* A/P & A/R management
* Inventory management
* Accounting/Finance
* Auditing compliance
* Cash Management

**PROFESSIONAL EXPERIENCE**

**Crew Payroll Coordinator July 2013 up to present**

**EMAS-AMC PTE LTD**

**Singapore, Singapore**

**Company Profile**

**EMAS AMC** is a dynamic, project-focused organization with short and efficient reporting lines, supported by a hands-on management team. With its strong project management and operations network, they are able to serve their clients 24/7 anywhere in the world.

The company is well known for its capacity to develop robust and reliable solutions, having successfully executed some of the industry’s most challenging projects. Their ability to deliver conventional and specialized solutions is driven by their engineering and operational expertise, enabling to provide a best-value approach for all their client projects.

In the worldwide offshore installation and subsea construction industry, EMAS AMC is an experienced, innovative and reliable business partner. They are uniquely positioned to globally serve their clients with EPIC engineering, fabrication and marine capabilities coupled with modern, specialized construction and installation equipment.

Key deliverables:

* Perform full payroll administration and ensure that payroll is performed timely and accurately (error free) for over 650 crew head count. (Marine Crew, Construction Crew , ROV Crew)
* Perform e-filling for income tax return, CPF submission, NSmen make-up pay claims and any other statutory pay requirements.
* Prepare monthly payroll reports and update accordingly
* Crews benefits (leave pay, sick pay, processing of crew expenses claims, etc) and annual wage adjustments exercises which include but not limited to the tabulation of relevant data, letter, etc.
* Verify crew’s allotment details, verify master statement of account, vessel timesheet and crew cash advances.
* Generate crew pay advices with specific payment components published on pay advice.
* Track and administer crew salary as and when crew is assigned to undergo training requirement.
* Follow through crew termination cases and payment settlement.
* Monitor and administer crew promotion and salary effect.
* Prepare new hires pool for payroll budget forecast
* Check to ensure all crew contracts are in order and reflect accurate rates.

**Accountant July 2011 - March 2013**

**ANDUSOL Cargo Clearing & Forwarding LLC**

**Deira, Dubai UAE**

**Company Profile**

**Andusol Cargo Clearing & Forwarding LLC** is an expert African freight forwarder and customs broker headquartered out of United Arab Emirates that has represented excellence in the transportation logistics industry for almost one year. With personalized service and expert knowledge, Andusol Cargo Clearing & Forwarding LLC has transformed the logistics practices of businesses around the world, making them more efficient, and more profitable. With a network of agents in Angola on Luanda, Nimibi, Lobito and Nambia Walvisby ports, our dedicated logistics professionals assure the optimal transit of valuable freight to Angola.

Key deliverables:

* Maintains Accounts payable and receivable
* Handles petty cash accounts
* Monitors the accounts and payments made by the clients of the company.
* Supervises and ensures that all accounting transactions are recorded and posted.
* Prepares company’s financial statements
* Apply VISA using EDNRD Visa online system
* Monitors payments and outstanding balance for Visa applied
* Prepares Pro-forma/commercial invoices
* Prepares Packing lists for container loading
* Prepares and checks accuracy of the information in the Bill of lading Drafts
* Maintains files for appropriate and proper storage
* Perform such other functions and duties as may be assigned by the company’s General Manager

**Accounting Staff (Crew Payroll Department) Dec 2009 – May 2011 OSM Maritime Services Inc.**

**Manila, Philippines**

**Company Profile**

**The OSM Group** is a provider of high quality offshore and ship management services with operations worldwide. The Group offers a broad range of services, and has customers in all shipping and offshore segments. We aim to deliver the best value money can buy within Full Management, Crew Management and Project Management. We have grown substantially over the years, and are today recognized as a leader in the field of offshore and ship management.

Key deliverables:

* Responsible in payroll of crew wages and also required billing preparation to clients. Ensure that timely and accurate calculation of crew wages and invoices to customer is adhering to the company policies and procedures.
* Calculate the monthly crew wages of crew on-board the vessel and those crew paid while at home under 1:1 contract system, and send the pay slips together with the crew wage balance report to the vessel. Also, prepare preliminary computation for signing-off crew and then the final wages.
* Prepare and post accounting entries into the system including vessels' budget and accruals.
* Prepare invoices to client in a weekly and monthly basis.
* Interact with seafarers or internal customer for their inquiries.
* Responsible of monitoring and answering e-mail messages related to issues concerning vessels assignment.
* Manage and maintain files with appropriate label for good housekeeping and storage.
* Assist and perform other duties that may be assigned by the Vice-President of Finance, Chief accountant and the group head.

**Accounting Staff (Allotment Section) Jun 2008 – Dec 2009 Dolphin Ship Management Inc. (DOLSHIP)**

**Manila, Philippines**

**Company Profile**

Dolphin Ship Management, Inc. (DOLSHIP) is a member of the Transnational Diversified Group (TDG) headed by Mr. Jose Roberto C. Delgado, a very prominent and respectable Filipino businessman, who is the Chairman and Chief Executive of TDG. TDG, an Asia-based group, has more than 30 dynamic member companies which are key players in diversified industries like Total Logistics, Transportation, Shipping and Cargo Forwarding, Warehousing and Distribution, Ship Management, Maritime E-Training, Medical Services, Travel and Tour, Airline GSA, Aviation Services, Pre-Need Plans, Food Service and Franchising, Securities and Investments, Real Estate Development, IT and Business Process Outsourcing Services, E-Business Solutions, and related businesses. DOLSHIP is a ship manning agency engaged in the recruitment, selection and deployment of quality Filipino seafarers to its principals. Equipped with its vast resources and facilities, DOLSHIP ensures that it fulfills the needs of its stakeholders.

Key deliverables:

* Check completeness and accuracy of the information in the Embarkation Order and Allotment Authorization
* Compute home allotments, final balances, standby pay and rejoining bonus of crew among others.
* Prepare allotment and pay slips of crew for mailing to concerned beneficiaries.
* Forward photocopy of allotment registers to various vessels.
* Handle various crew transactions related to Social Security System (SSS) Certification and Benefits and Philhealth.
* Answer queries related to allotment.
* Assist in the preparation of vessel analysis.
* Conduct Pre-Departure Orientation Seminar (PDOS) to crew with regard to financial related policies and activities.
* Perform such other functions and duties as may be assigned by the superior

**PERSONAL DOSSIER**

* Nationality: Filipino
* Date of Birth: May 24, 1986
* Religion: Christianity
* Marital Status: Single