# CHERIE

[**Cherie.149445@2freemail.com**](mailto:Cherie.149445@2freemail.com)

# CAREER GOAL: Administrative Staff / Accounting Assistant / Cashier / Secretary

I’m an experienced Accounting Staff/ Administrative Assistant in the Phillippines looking for new opportunity and career enhancement within a large or small operation in Dubai.

As an Accounting Assistant, I have previous experience in handling the accounting process issues such as accounts payable, monitoring of accounts receivable,

Check preparation, handling local warrants, petty cash reimbursement (Cash on hand), other government mandated policies.

# Technical Skills

* Outlook
* Word
* Excel
* PowerPoint
* Quickbook s Software
* Sun System
* Iefastract

# Memberships

* Junior Financial Executives of the Philippines

# EDUCATION

* Dr. Filemon C. Aguilar Memorial College

B.S Business Administration major in Financial Management

(June 2010 – April 2011)

* Libertad National High School

(1999 to 2003)

* Surallah Central Elementary School (1993 to 1999)

# EMPLOYMENT

Accounting Assistant

Pryce Pharmaceuticals, Inc.

Skyland Plaza Condominium Sen. Gil Puyat Ave., Makati City

(June 10, 2015 – June 30, 2017)

# Job Description

* Process payments and documents such as invoices, journal vouchers, employee reimbursements, and statements.
* Monitors Accounts Receivable and follow-up collections
* Local Warrants or petty cash and make changes according to specific instructions.
* Processes and manages Accounts Payable and request check preparation.
* Handles and manages government requirements such as BIR tax declaration, SSS, Philhealth and PAG-IBIG.
* Prepares Monthly Purchases Reports by Vendor, Product and Group
* Prepares Monthly Withholding Tax Report by Vendor , Product and Group
* Arrange money to be delivered to the bank
* Renewal of Business Permit
* Preparation of Employees Annual Income Tax Form
* Performs related work as assigned

Accounting Assistant

Fastcargo Logistics Corp.

235 FMW Building, Tierra Nueva Subdivision

Alabang, Muntinlupa

(July 11, 2011 – June 9, 2015)

# Job Description

* Receives Truckers Sub-con billing every Wednesday
* Process Truckers Sub-con billing with 5 days term through IEFAST
* Process Truckers Sub-con billing with 15 days term through IEFAST
* Process Truckers Sub-con billing with 60 days term through IEFAST
* Prepares Request Order (RO) for Monthly Supplies
* Prepares Monthly Report for Accrual
* Prepares Monthly Report for Re-accrual
* Prepares Monthly Reconciliation
* Prepares billing for Advances Sub-con
* Prepares billing for Affiliates and follow-up collection
* Prepares reconciliation for every sub-con trucker
* Facilitates Asset tagging every year
* Process Petty Cash Fund of Off-site/Operations

# PERSONAL INTERESTS

Traveling | Reading | Web Browsing

# OTHERS

Employment Visa – Visit

# REFERENCES

References are available on request.

I hereby certify that the above information is true and correct to the best of my knowledge and belief.

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