# Haydelyn

Dubai UAE

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**Objective:** To work in a challenging professional environment and thereby utilize my talents, accounting knowledge, auditing skills and analytical abilities and that will also provide me with the opportunity for growth and advancement.

**Summary**

* Fundamental general accounting knowledge
* With experience in Accounts Payable, Accounts Receivable, payroll & preparation of Financial Statements and Reports
* Able to do accounts from start to finish
* With knowledge of putting up an accounting system.
* Efficient, detail-oriented, highly organized and fast learner
* Strong analytical and problem solving skills
* Proficient in Microsoft Office such as MS Excel, MS Word, Basic SAP and QuickBooks accounting Software
* Effective at Multi-tasking
* Excellent written and verbal communication skills, good interpersonal skills

**Education**

## Bachelor of Science in Business Administration Major in Accounting | Mindanao State University – Iligan Institute of Technology | Iligan City, Philippines | June 1986 – March 1991

**Work Experience**

**SPIDER PLUS CONSTRUCTION EQUIPMENT TRADING LLC| General Accountant | September 2016 – July 18, 2017 |Dubai**

**Roles and Responsibilities:**

* Handle full spectrum of financial and accounting role, A/R, A/P, GL, cash forecasting and budgeting.
* Responsible for timely monthly closing and various monthly reports such as sales report, daily cash flow, projected cash flows and budget analysis.
* Bank Reconciliations, inter-company reconciliation, account reconciliation with customers and suppliers.
* Create invoice per the LPO and arrange delivery to customers, follow up collection.
* Posting entries according to the Generally Accepted Accounting principle.
* Preparation and submission of documents as per LC requirements
* Generation of timesheet and payroll preparation, checking the accuracy before processing it thru WPS.
* Generation of Trial Balance, P&L Reports, Balance Sheet using the Quickbooks software with supporting schedules and submitting the same to top management.
* Prepare and generate aging of Receivables, monitor and follow up collection.
* Recording purchases and payment of payables.
* Handling of Petty Cash, Maintain records and depreciation of Assets
* Doing some other task as needed such as providing Quotation to customers, issuing LPO to suppliers, arrange delivery of goods to customer, ticket booking, monitoring of supplies and its procurement.

**ORIENTALS SPECIALIST LIFTING LLC | Accounts Receivable Officer | June 2013 – September 2016 |Dubai**

**Roles and Responsibilities:**

* Generation and Posting of invoices
* Reconciling accounts with customers
* Invoicing, Costing & Monitoring Projects on Hand
* Follow up payments from Customer
* Aging of accounts
* Issuance of receipt upon collection and posting
* Deposit collections to Bank
* Preparation of Monthly receivable reports and expected collections
* Preparation of Monthly Sales Report
* Preparation of documents as per LC requirements
* Account reconciliation of inter branch transaction
* Computation of Agents’ Commissions
* Doing other payable and payroll tasks as needed

**ORIENTALS SPECIALIST LIFTING LLC | Personal Accountant of the CEO / HR Admin | March 2013 – June 2016 |Dubai**

**Roles and Responsibilities:**

* Journalize personal transactions of the CEO
* Prepare Cash flow Statement and Financial Statement of the CEO’s personal account
* Arranged appointments
* Arrange ticket booking for new and existing employees
* Preparation of Time Sheets for Payroll
* Monitor and Compute Leave entitlement of each employee
* Facilitate applicants for interview
* Conduct interviews and assessments for applicants
* Facilitate new applicants for employment requirements
* Keep and file employees’ records systematically
* Coordinate with the PRO for any requirement needed for visa application, renewal or cancellation

**GREEN FUTURE REAL ESTATE | Accountant | December 2011 – March 2013**

**Roles and Responsibilities:**

* Received cheques from tenant and checked all details thoroughly for accuracy and appropriation of of transaction.
* Put up the Accounting System of the company using QuickBooks
* Monitored and Deposited all dated cheques received to its proper bank account, either on company’s account or owner’s account
* Made Chart of Accounts
* Administered Accounts Receivable, Accounts payable and daily postings
* Prepared Daily Cash Flow and monitored cash balances
* Completed General Ledger operations
* Monthly closings and prepared monthly financial and accounting statements
* Monitored and prepared remittances to apartment owners on due date both local and international and email proof of payment to them with supporting account details.
* Attended to clients’ phone calls and answered emails regarding queries and problems concerning issues regarding rents and other related issues
* Prepared and maintained account statement for each tenancy period, per apartment/per owner/per tenant
* Prepared staff salaries and payroll administration documentation
* Reviewed and processed expense reports, management of petty cash
* Effectively handled accounting software, preferably QuickBooks
* Determined commission of property consultants
* Reconciled and maintained Balance Sheet accounts, Profit and Loss Statements and others
* Accomplished all additional accounting tasks assigned by management

**EVER COMMONWEALTH CENTER, INC | Jr. Bookkeeper | January 2004 – December 2011 | Manila, Philippines**

**Roles and Responsibilities:**

* In charge of all **General Accounting** **works**
  + Reports
    - Generated General Ledger and Trial Balance
    - Prepared Income Statement
    - Prepared Balance Sheet
  + Bookkeeping
    - Prepared all voucher such as Cash Voucher, Journal Voucher & Journal Entry Voucher for the adjustment
    - Processed SSS, PHILHEALTH, PAG-IBIG Certification & Remittances to government agencies
    - Did Check Register Analysis- Compare cash balance per book against check issued by treasury department
    - Prepared Monthly and Quarterly Remittances to BIR
    - Prepared vouchers for Payroll, payments to contractors, maintenance, and utilities billings
    - Processed Bank Reconciliation of Bank Accounts
    - Prepared Disbursement Book, Sales Book, Cash Receipt Book, Journal Voucher Book and Purchases Books
    - Prepared Monthly expenses report
    - Prepared adjusting journal entries and reversing entries as needed
    - Processed all accounting cycle and bookkeeping task

**EVER EMPORIUM, INC. | Accounts Receivable Staff | July 2003 – December 2003 | Manila, Philippines**

**Roles and Responsibilities:**

* Recorded accounts receivable from Bank Card companies
* Prepared Journal entries to set up the receivable amount and any related entries on A/R books.

**EVER EMPORIUM, INC. | Accounts Payable Staff | February 1993 – June 2003 | Manila, Philippines**

**Roles and Responsibilities:**

* Checked the accuracy of invoice amount from suppliers for goods delivered and compared it against Purchase Order
* Compared quantity, description, price indicated on suppliers invoice against purchase order
* Encoded Invoices
* Checked returned slips and debit memos were properly deducted from suppliers outstanding account
* Prepared Cash voucher and Journal voucher

**SUCCESS UNLIMITED, INC. | Internal Auditor |** December 1991 – March 1992

**Roles and Responsibilities:**

* Performed Inventory audit on branches

**Skills**

* Can write and speak both English and Filipino
* Literate in computer applications like MS Excel, Word, PowerPoint and Basic SAP, QuickBooks and easily adapt knowledge from new computer programs and accounting software

***References available upon request.***