Adonel

Address : Deira, Dubai

Email Address : **adonel.17009@2freemail.com**

Date of Birth : **July 18, 1982**

Age : **34 years old**

Nationality : **Filipino**

Religion : **Roman Catholic**

Civil Status : **Single**

**Career Objective:**

Aspiring for a challenging position in a highly competitive organization where I can utilize gained knowledge from my education, training and extensive work experience while enhancing my capabilities towards attaining social and professional development.

**Qualifications:**

* Knowledgeable in computer operation for Microsoft Windows, Microsoft Word, Microsoft Excel, Power Point, Microsoft Outlook and Internet.
* Able to comprehend communication in English language in both written and oral.
* Knowledgeable in Accounts and Internal Audit.
* Organized and detail-oriented; has a knack for understanding procedures.
* Strong skills in time management, prioritizing tasks, and meeting deadlines.
* Produce quality work even when under extreme time pressure and deadlines.
* Proven ability to understand and follow complex instructions to successful conclusions.
* Consistently maintain a positive attitude and enjoy helping people.
* Articulate and very effective working with people of different backgrounds and temperaments.

**Working Experience**

Company : **Regent Global FZCO**

Position : **Accounting Executive(Internal Transfer)**

Period :**November 2016 to Present**

***Job Functions:***

* Account receipts on a daily basis
* Follow up clients with delinquent accounts
* Assist and solve customers and suppliers several account queries
* Review invoices from various service providers and suppliers
* Review and process payment for various creditors thru online banking
* Generate, prepare and send Sales invoices to different clients both foreign and domestic.
* Review and review all client’s account statement against terms
* Review and review all supplier’s account statement against terms
* Prepare weekly, fortnightly and monthly billing reports
* Booked entries Sales, Purchases, Expenses in Accounting system (Tally:ERP9)
* Bank Reconciliation
* Assist in preparing financial reports
* Handle pettycash fund
* Other task as requested by the management

Company :

Position : **Accounting Executive**

Period :December 2014 to November 2016

***Job Functions:***

* Account receipts on a daily basis
* Follow up clients with delinquent accounts
* Attend customers and suppliers several queries
* Check and verify invoices from various service providers and suppliers
* Process payment for various creditors thru online banking
* Generate, prepare and send Sales invoices to different clients both foreign and domestic.
* Maintain and monitor files for numerous clients
* Prepare weekly, fortnightly and monthly billing reports
* Booked entries Sales, Purchases, Expenses in Accounting system (Tally:ERP9)
* Process formalities in Free Zone Office
* Prepare daily time record on a monthly basis
* Process check deposit to bank.

Company : **Unifrutti Financial Services Inc.**

Position : **Accounts Payable Staff**

Period : ***July 2009 to June 2014***

***Job Functions:***

* Verify the accuracy of invoices/delivery receipts for payment.
* Prepare and compute verified deliveries.
* Maintain ledgers on client loans and cash advances.
* Performs task within scheduled time frame.
* Issues statement of proceeds to clients.
* Generate reports needed by superior officer.
* Conduct monthly inventory of packaging materials.
* Conduct monthly inventory of products delivered to cold storage facilities.
* Monitor daily allocation of deliveries from clients/growers.
* Attend grower/client queries regarding their daily statement.
* Book journal entries

Company : **EMCOR INCORPORATED- Philippines**

Position : **Accounts Receivable Staff**

Period  **: October 2004 to March 2009**

**Job Functions:**

* Maintain after sales services and customer relationships.
* Attend customer queries regarding their accounts personal and telephone calls.
* Received payments through cash, cheques, and credit card.
* Check daily cash counts and with proper reconciliations.
* Handling all cash transactions; opens and closes cash register.
* Maintain daily, weekly and monthly report of transactions.
* Photocopying, scanning and printing various documents for further reference.
* Organizing and storing paperwork, documents and computer-based information.
* Maintain general filing system, confidential and non-confidential reports and ensure its safekeeping and availability when needed.
* Western Union transactions
* Sales Invoicing and managing sales transactions
* Bank Reconciliation and Audit accountable forms.
* Report daily sales and expense report.
* Handle Petty cash funds and replenishment.

**Educational Background:**

**Bachelor of Science in Accountancy**

University of Mindanao

Tagum City, Davao Del Norte, Philippines

**Character References:**

Available upon request.

I hereby certify to the correctness of this vitae to the best of my knowledge and belief.

**Adonel**

 **Applicant**