**AREAS OF EXPERTISE**

*Financial Statement Preparation*

*Accounts Reconciliation*

*Trade/Non Trade Receivable*

*Trade/Non Trade Payable*

*Inventory Management*

*Payroll Preparation/Mgmt.*

*Common Size FS Analysis*

*Forecasting*

*Budgeting*

*Cash Management*

*Fixed Asset Management*

*Construction Contract Acctg.*

*Manufacturing Cost Accounting*

**PROFESSIONAL**

*Certified Public Accountant (CPA), Philippines*

*Master in Business Administration(MBA) Philippines*

*Bachelor of Science in   
 Accountancy (BSA) Philippines*

*Member, Institute of Certified Bookkeeper –UK (MICB)*

*Diploma in IFRS -Canada*

**PERSONAL SKILLS**

*Positive Attitude*

*Tenacious work ethic*

*Ability to meet deadlines*

*and goals*

*Team Player*

**ACHIEVEMENTS**

*Outstanding Employee 2003*

**Darwin CPA, MBA**

**Senior Accountant**

**PERSONAL SUMMARY**

A hard working, competent, resourceful and enthusiastic accountant who has extensive experienced in the field of accounts and finance and possess the required level needed to deliver relevant and reliable financial information in accordance with International Financial Reporting Standards (IFRS), International Accounting Standards (IAS) and Generally Accepted Accounting Principle (GAAP). Contribute extensively to team work and always displays a willing and helpful manner when resolving, analyzing and investigating various accounting issues and discrepancies.

Now looking for a suitable position in different industry with a strong desire to provide quality services in Accounts and Finance department for an ambitious and expanding organization.

**WORK EXPERIENCE**

**Soft tech Integrated Solutions LLC**

Senior Accountant – Cash and Receivable Feb 2017 to Present

Responsible for Bank/Cash collection and Accounts Receivable, Credit reports and MIS reporting.

**Duties and Responsibilities:**

* Preparation of daily sales report and its variance for cash collection reconciliation between sales against collection and collections against deposits for management reports shared to CFO, VP Finance, Finance Manager, FC and Sales Manager.
* Audit and verify daily sales transaction from agent and its collection for both cash and credit granted in compliance on existing credit policy.
* Reconciliation of receivables for each agent and collection deposited daily and monthly wise. Investigate variance and uncollected amounts and other sales adjustment and discounts. Verify and confirm if accounts are credited from TT payment, cheque deposit and other mode of payment. Interact with customer for PDC/CDC collection and other credits.
* Provide daily sales and cost analysis for each product, margin and its percentage, including allocation of cost.
* Summarize credit report; customer’s credits threshold. its due date and collection, delinquent customer and its ratings. Provide and generate ageing of receivables for management reports.
* Prepare cash inflow projection date wise from credits granted for budgets and funding allocation for projected purchases.

**KEY SKILLS AND COMPETENCIES**

*Able to handle full set of accounts up to finalization and annual audit stage.*

*Extensive knowledge and experience in payroll, accounts reconciliation, receivables, payables, inventory and other revenue and expense accounts*

*Financial statement analysis, Budgeting and Forecasting*

*Ability to handle finance/accounts and administrative works.*

*Can work under pressure*

*Computer skills (Excel, Word, PowerPoint, Outlook,Peachtree, QuickBooks, Tally ERP, Microsoft Dynamics Great Plains-ERP and Visual Basic Application, Macro Excel, Sage 50 Quantum Accounting, Sage ERP 300, SAP- FICO)*

**ACADEMIC QUALIFICATIONS**

*Bachelor of Science in Accountancy (BSA)*

University of Mindanao - 1997

*Master in Business Administration (MBA)*

University of Mindanao - 2001

**PERSONAL DETAILS**

*Email:* [*Darwin.169983@2freemail.com*](mailto:Darwin.169983@2freemail.com)

*Date of Birth: 28/07/1976*

*UAE Driving License: Yes*

*Nationality: Filipino*

*Languages: English*

*Visa status: on Visit visa*

* Track movement of cash from collection and inter-company funding requirements.
* Month end passing entry in ERP system for deposits against collection after bank reconciliation, other adjustments, Petty cash and PDC receivables.

**National Pay LLC**

Senior Accountant Sep 2014 to Sep 2016

Responsible in finance and accounts division, provide management and administrative reports, reporting directly to Managing Director, General Manager, Operations Manager and Shareholders.

**Duties and Responsibilities:**

* Responsible and manages finance and accounts duties and other administrative tasks. Established computerized accounting system, set up, implement and maintain accounting control procedures for system users. Reconcile all accounts monthly, review and supervise replenishment of petty cash fund transaction. Review and prepare disbursement for cheque and facilitate telegraphic transfer (TT) and monitor online banking account. Ensure timely recording of revenue and expenses on accrual basis. Facilitate with the bank for opening of account and other related banking transactions, (Loans/TR/BG/LC) Maintain records for tangible and intangible assets and provide report for annual asset register, including allocation of annual depreciation and amortization, asset monitoring and inventory. Timely recording for addition and disposal of asset
* Responsible for review and monitoring Purchase Order, Billing and Accounts Payable transactions, monitor accounts due and provide monthly reports. Negotiate and communicate with suppliers for term and opening of credit line application.
* Prepare monthly payroll (WPS/Cheque) and other benefits of employee, full and final settlement computation, monitor leave and absences and other administrative duties.
* Provide data and make financial assumptions/projection related to revenue and expenditures, prepare monthly and annual budget.
* Compile and analyze financial information for financial statement preparation (BS/IS/CF/SHE) on monthly/quarterly and annual period. Upkeep and maintain shareholder’s subscription and current account contribution.
* Year-end preparation of financial statement for annual audit, coordinate, interact, support and provide audit requirements.

**Hydroturf International FZCO**

MANAGEMENT ACCOUNTANT June 2013 to Aug 2014

Working as management accountant, report directly to Managing Director for providing managerial report needed monthly and ad hoc reports needed by Group Finance Manager

**Duties and Responsibilities:**

* Prepares projected and actual monthly cash flows for the operations of three divisions as guide for sound decision making of managing director. Report variance analysis for projected vs actual cash flow.
* Prepare monthly receivables management including its collection efficiency, past due accounts and monthly ageing report.
* Provide data for bank transactions for deposits, subsidiaries remittances, payments to suppliers and documentary credit through import/export (LC and TR) transactions.
* Provide monthly data for payables management and its related schedule of payments to suppliers, including ageing report, payment through documentary letter of credit (LC), telegraphic transfer (TT) and related bank trust receipts (TR) settlement.
* Supply data for large project based contract for revenue and costs, the timing of collection and schedule of payment to suppliers.
* Track down inventory items of high value as to disposal and its related receipt and settlement of its obligation.
* Supply data for annual budgetary expenses needed by management for three divisions. Forecast incoming sales for the month and its related cost.

**Dubai Enterprises LLC & Dubai Enterprises Properties LLC**

SENIOR ACCOUNTANT March 2012 to May 2013

Working as Senior Accountant, responsible for accounts and finance function up to finalization of financial statements and provide reliable data needed by the management and for annual audit.

**Duties and Responsibilities:**

* Prepares and directs the preparation of audits, financial statements and varied fiscal reports. Compile and analyze financial information. Establish, maintain, and coordinate implementation of accounting procedures. Supervise the input and handling financial data based on International Financial Reporting Standards (IFRS) International Accounting Standards (IAS) and Generally Accepted Accounting Principle (GAAP). Interact with external auditors
* Maintain fixed asset register account and compute its related annual depreciation. Conduct and assist inventory for year end and reconcile variances to inventory ledger account.
* Performs and compute data related to construction in progress based on percentage of completion.
* Manages the preparation, distribution and reporting processes for payroll. Oversees the calculation of wages, overtime and deductions to ensure compliance with applicable regulations
* Provide accounting policy orientation for new staff. Manages accounting functions & distribution of workload.

**In PHILIPPINES**

**University of Mindanao Inc.**

**UM Broadcasting Network**

**UM Medical and Multi-test Diagnostic Center**

**Tower Inn Hotel**

FINANCIAL ACCOUNTANT April 1997 – February 2012

PAYROLL ACCOUNTANT

TAX ACCOUNTANT

**Duties and Responsibilities:**

FINANCIAL ACCOUNTANT

* Generate operational and management reports with supporting financial information, analyze individual accounts and prepare financial statement for a given period such as Balance Sheet, Income Statements, Cash Flows, Statements of Changes in Equity and Notes to Financial Statements.

PAYROLL ACCOUNTANT

* Prepare payroll earnings and deductions of employee for main and branches. Make payroll journals for upload into the general ledger Calculate and analyze all personnel provisions on a monthly basis. Compute statutory deductions for government remittances monthly.

TAX ACCOUNTANT

* Compute and prepare various taxes such as withholding tax (WT) of employee for main and branches, value added tax (VAT) for the purchase of goods and services, percentage tax and annual corporate income tax.