** RHEA**

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| **SUMMARY** |
| * Accommodating Accounts Assistant who effectively manages strict deadlines, schedules and repetitive tasks with a positive, can-do attitude. Extensive knowledge of accounting software and processes. |
| **HIGHLIGHTS** |
| * Analytical reasoning * Effective time management * Strong organizational skills * Advanced computer proficiency * Can handle multitasking. * Proficient in Excel (v-lookup, pivot table etc.) * Proficient in Accounting software’s **(SAP/Peachtree**/**EliteThomson/Tally/Quickbooks**) |
| **PROFESSIONAL EXPERIENCE** |
| **PIDILITE MEA CHEMICALS LLC**  **DIP-2, Dubai, UAE**  ***Accounts Assistant cum Sales Coordinator March 2016 – November 2016***   * Posting of Sales Order thru SAP Business. * Generating the Delivery Note and A/R Invoice before delivery of items. * Generating customer SOA to be send to the customer via email and fax. * Coordinate with Logistic Department for the delivery schedule of items, prioritizing the urgent orders. * Preparing Quotations, Proforma invoices, Commercial Invoice & Packing List for exports. * Preparing DO letters to be given to the clearing agent/s and other necessary documents needed in clearing the container at the port. * Encoding the stocks received in the SAP after counterchecking of the actual stocks received, any Damages received should be coordinate immediately to Head Office in India for Debit Note issuance. * Coordinating to sales personnel regarding Cash Invoices pending for collection if cash is not received on the day of delivery. * Posting of payments in SAP and arranging the deposits to bank. * Do the Bank Reconciliation on daily basis. * Maintaining the Post Dated Cheques register. * Ensure that any exceeded Credit Limit should be directly inform to the concern sales personnel to collect any outstanding payment before placing the new order. * Preparing payment track record report to be send to management as reference in increasing the credit terms or credit limit. * Processing bank transfer to other currency (EUR/USD/INR etc.), cheque preparation. * Participate in month end reconciliation and assists Accounts Head for the report preparation. * Maintaining accounts file, ensuring that any supporting documents are attached and with proper authorization/signature. * Do other clerical works as required by my Accounting Head. |
| **MASSAED Installation of Elevators & Escalators**  **Rashidiya, Dubai UAE**  ***Accounts Assistant cum Admin – Jan. 2014 to Feb. 2016***   * Handles complete Petty Cash - reimbursements & replenishments. * Prepare cheque and ensure that supplier invoice has approvals before processing for payments. * Handles complete Payroll, WPS processing and provide the clarification when requested by employees. * Enter and update all transactions related to finance, petty cash, payables and receivables in Peachtree system. * Produce all necessary reports related to accounts payable, department expenses and other relevant reports. * Manage monthly journals and perform bank reconciliation. * Assist my Accounting head to prepare financial, statistical, and/or technical reports, participate in and support month end closing. * Generate information for external auditors for the annual audit. * Maintain an orderly accounting filing system and update records as required. * Deal with supplier account queries via telephone, email and fax and resolve queries promptly. * Prepare LPO’s as per approved quotation. * Evaluate physical contracts and billing plans to produce invoices for client’s submittal. (Lift Maintenance & Lift New Product and Installation Contract). * Update the sales commission and ensure that sales personnel should meet their targets and prepare commission quarterly. * Ensure efficient client services and provide support to administration staff. * Perform routine clerical and administrative functions such as drafting correspondence, scheduling of clients appointments and ensure smooth day to day running of the business. * Answers, screens and directs incoming calls and unattended calls of the Division. Records message accurately & provide all relevant information. * Responding to emails from clients, organizing and maintaining paper and electronic files as well as providing information to callers/clients. * Monitors the renewals of vehicle insurance, warehouse insurance, trade licenses and tenancy contracts. * Do other clerical works as required by my immediate supervisor. |
| **B&M Global Services Manila, Inc. (subsidiary of Baker & McKenzie Law Firm)**  **Taguig City, Philippines**  ***Accounts Assistant/Billing Staff - June 2010 to Nov 2013***   * Posting of accounts payable invoices in Thomson Reuters Elite for payment and ensure that transactions comply with the payables documentation guidelines of the company. * Process petty cash reimbursements of the Lawyers/Associates/Staff and ensure that each transaction has a proper authorization, with proper supporting documents. * Checking the Telephone bills (O2/Vodafone) to record in the Elite system the amount billable to client, chargeable to office or personal calls. Must ensure the correct code for the clients, office or personal expense. * Communicates to vendor regarding payment inquires and invoice discrepancies. * Checking Bank Statement for amount deposit & applies client payments against outstanding invoices in the Thomson Reuters Elite System. * Liaise with the Accounts departments, Secretaries& Partners of Baker McKenzie for any queries with regards to billing requirements instructions and accounts requirements. * Participate in Ledger reconciliation every month end & fiscal year end. * Generate bills in accordance with the billing cycle and procedures of the office assigned. * Process billing adjustments & ensures that bills prepared reflect a very high quality output that is presentable and appropriate to be received by the Baker McKenzie client. * Monitor incoming work assignments through emails & finance system, ensuring that all tasks are completed and being able to prioritize the urgent works requested by counterpart office. |
| **Nonpareil International Freight & Cargo Services**  **Paranaque City, Philippines**  ***Accounting Staff March 2009 – May 2010***   * Prepare cheques payment for suppliers. * Posting of Sales Invoice with proper GL code, Check Vouchers and Journal Vouchers in Peachtree system. * Follow up of payment of outstanding invoices thru telephone or via email. * Reconcile payment received; any discrepancies will coordinates to clients. * Do the application of each payment received in the Peachtree system. * Generating and preparing Statement of Accounts to be sent to client. * Monitoring the cash inflow and send cash position to Accounts Head on a daily basis. * Monitoring of Postdated checks available for deposit and prepare Bank Deposit * Do the payroll and distributing pay slip. * Do other clerical works as required by my immediate supervisor. |
| **EDUCATION** |
| **RIZAL TECHNOLOGICAL UNIVERSITY**  ***Bachelor of Science in Financial Management – April 2009***   * Major in Accounting |
| **PERSONAL INFORMATION** |
| Date of Birth : August 05, 1987  Sex : Female  Civil Status : Single  Nationality : Filipino |
| **ADDITIONAL SKILLS** |
| * Bookkeeping * Petty Cash handling * Accounts Payable & Accounts Receivable * Payroll & WPS processing * Bank Reconciliation * General Ledger reconciliation * Employees benefits calculations (Leave Salary/Gratuity) |