** RHEA**

**RHEA.188831@2freemail.com**

|  |
| --- |
| **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, 1987Sex : FemaleCivil Status : SingleNationality : 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)
 |