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**JOB OBJECTIVE:**

To be part of an organization or a group where I can utilize the knowledge I have learned from studying and to also learn new things about how it is in a real working environment.

**CAREER PROFILE:**

* Detail-oriented, efficient and organized professional with extensive experience in accounting systems.
* Possess strong analytical and problem solving skills, with the ability to make well thought out decisions.
* Highly trustworthy, discreet and ethical.
* Resourceful in the completion of projects, effective at multi-tasking

**SKILLS:**

* Proficient in verbal and written English
* Basic knowledge of Ms Word, PowerPoint, and Excel
* Skilled at learning new concepts quickly while working well under pressure
* Willing to try new things and interested in improving efficiency on assigned tasks.
* Knowledge in RPRO audit system

**WORKING EXPERIENCE:**

**Accounting Assistant/Audit Assistant-** October 2012 – November 2013

Conqueror Int’l Inc.(Rusty Lopez Enterprises Inc.)- Marikina City, Philippines

* Handle Accounts Receivable (checking the aging of the credit term of each client, reporting the receivable every week, calling the client to follow up)
* Responsible for receiving and depositing cash ( releasing and maintaining petty cash report)
* Checking and posting purchase invoice on the system
* Perform physical inventory in warehouse and store
* Check, inspect and reconcile bank deposits and payments.
* Writing audit reports on the results of audit examinations, including recommendations for improvement.
* Performing cash count in the presence of custodian or surprise cash count

to determine if there’s a cash shortage or overage

* Check the fixed asset to replace the defects items
* Responsible in checking invoices such as sales invoice, delivery invoice, pull out invoice

**Accounts Receivable Assistant-**June 21, 2012-August 31,2012

On-the-job-trainee (OJT)

JS Unitrade Merchandise Inc.-Ortigas City, Philippines

* Keep the accounts receivable filing and work area organized and binders labelled
* Counter check all sales invoice and arrange according to sequence.
* Computing the market discount of their products.

**EDUCATIONAL BACKGROUND:**

**College Degree:** Philippine School of Business and Administration – Bachelor of Science in Accountancy - (October 2008 – 2012)

**Secondary:** Notre Christi Academy of the Philippines

**Intermediate:** Bustos Central School, Philippines

**PERSONAL DATA:**

Birth Date : December 08, 1991

Age : 22 yrs. old

Civil Status : Single

Dialect : English / Tagalog

Citizenship : Filipino

**SEMINARS ATTENDED:**

“International Financial Reporting Interpretations Committee” at PSBA (July 19 2011)

“It’s More Fun in Marketing” at Teatro Marikina, San Roque Marikina City (March 15 2012)

“Enhancing the 4Cs Towards Competitiveness and Success” at UP Diliman (August 19 2012)