**Gulfjobseeker.com CV No:** **1428564**

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**POSITION DESIRE:**

* ACCOUNTANT / ASSISTANT
* ADMINISTRATOR
* PURCHASER
* STORE ASSISTANT

**CAREER OBJECTIVE:**

To provide service that enables me to contribute knowledge, skills, talents and increased production in minimum cost for the company’s continued growth and success that would further strengthen and develop myself to the fullest potential and I believe that my genuine enthusiasm and strong work ethic will be an asset to the company.

**CAREER PROFILE:**

* Detail - Oriented, efficient and highly organized professional.
* Resourceful in the completion of projects, effective at multi tasking
* Excellent written and verbal communication skills
* Highly trustworthy, discreet and ethical
* Possess strong analytical and problem solving skills
* High level of self motivation and initiative with the ability to work with limited supervision, in a high pressure environment.
* With willingness and ability to work flexibly and diligently

**QUALIFICATION SUMMARY:**

* An excellent experience in accounting field having devoted more than eight (10) years all around accounting work task and other clerical works needed. With excellent communication skills.
* With over five (5) years best experienced in Head Buyer particularly in the Fruits & Vegetable and building materials with focus on execution and training.
* Highly proficient in MS DOS, Excel, Peachtree, IRIS, Quicbooks and other accounting program.
* Able to lead teams, work independently and can worked in a fast paced environment under pressure.
* Dedicated, goal–oriented and dependable team player who solves tough problems and produces quality work.

**TECHNICAL SKILLS:**

* Outlook
* Word
* Excel
* Peachtree
* Quicbooks
* IRIS
* VISAAC

**WORK EXPERIENCES:**

**Accountant**

**November, 2013 – April 2015 - Gulf Survey & Engineering Services – GISTEC Sharjah U.A.E**

**Specialization:**

* Accounts Payable (Preparing all monthly bills payment for CEO Signature)
* Invoicing In-charge Local and overseas Customer (Handling and Monitoring all Files)
* Account Receivables (Follow ups all unpaid invoices)
* Admin function (Handling employee's records: Annual Leave, Absence Leave, and monitoring Leave balances, Tardiness Late and under time directly reporting to CEO everyday)
* Responsible for All Petrol Card Revalue weekly summary and for cheque requisition
* Responsible for daily Bank Transaction (Deposit, Withdrawal, Encashment, TT)
* Responsible for daily Attendance Report reporting directly to CEO
* Assigned PO preparation for our overseas client
* Preparation of all reimbursement employees advances
* Updating and encoding Payment voucher to Peachtree accounting
* Encoding Sales Invoice to Peachtree

**Store Assistant**

**June 2012 – November 2013 Sharjah Oxygen Company Sharjah U.A.E**

**Specialization:**

* Assigned in receiving items from local/overseas suppliers
* Responsible in checking the items per quantity versus the specifications cited in LPO.
* Handles monitoring of accountable forms/printed materials
* Handles preparation of Store’s monthly requirements and store related reports.
* Monitors return of non-conforming products and ensure that these are properly coordinated with suppliers.
* Responsible for physical verification of items
* Making sure that all materials received are properly barcode before keeping as store stock or issuing to other department requirements
* Monitors and updates all pending cost sheets
* Provides assistance to all other departments that need goods, items, or tools from stores .in a daily basis and making sure that all borrowed items are properly logged
* Handle inventory of stocks on quarterly basis.

**ACCOUNTING CLERK**

**October 2008 May 2012-Witco Group of Companies Cebu Phils**

**Specialization:**

* Accounts Payable monthly preparation
* Purchaser building materials products
* Responsible for Bank Transaction (Deposit, Withdrawal, Encashment)
* Responsible for sustaining /increasing Company’s sales
* Monthly Bank Recon
* Responsible for car registration and insurance renewable
* Responsible for Local PO preparation
* Handling company Petty Cash Fund

**HEAD BUYER**

**October 1999-May 2005-Eden Corporation Group of Companies Cebu Phils**

**Specialization:**

* Coordinate Head Buyer in different Supermarket
* Weekly Store visit for pricing monitoring
* Responsible for pricing change weekly
* Communicate all Local Supplier
* Responsible for cash walk in customer
* Responsible for Daily Bank Transaction
* Summarizing all supermarket order for the next day Consistently delivers an excellent customer satisfaction and able to generate sales through assertive marketing and sales strategies
* Generates and Prepares daily reports

**EDUCATIONAL ATTAINMENT:**

**Bachelor of Science Major in Management Accounting 1994-1998**

University of Cebu

**PERSONAL INFORMATION:**

Personal interests: Reading inspirational books, traveling, and enjoy dealing and meeting people from different walks of life.

Language: Fluent in English, Tagalog, Cebuano

Date of Birth 01 May 1976

Other Qualifications Work with passion and dedication, responsible, hardworking individual and can work under minimum supervision.

I certify that the above statement and information are true and correct to the best of my knowledge and capacity.