ABIGAIL, CPA, MBA

Discovery Gardens Jebel Ali Dubai, UAE

Email Add. 245292 @gulfjobseekers.com

Visa Status: Visit Visa (Can Join Immediately)

EXECUTIVE SUMMARY

 Certified Public Accountant with 4 years of experience in General Accounts (Accounts

Payables, Accounts, Receivables, General Ledger and Cash Management)

 Completed Master in Business Administration

 Member of the Institute of Certified Bookkeepers

 Familiarity with Microsoft office with strong knowledge in Excel, Word and Power Point

 Trained and familiar with Systems, Applications and Products (SAP) Accounting system

 Familiarity with QAD (Mfg. Pro System)

 Has experience in both Merchandising and Manufacturing line of business

PROFESSIONAL WORK EXPERIENCE

January 8, 2013 – July 10, 2015

EHS Lens Philippines Inc.

(Formerly Hoya Lens Manufacturing Philippines Inc.)

SEPZ Gateway Business Park Cavite, Philippines Accounting Officer

Responsibilities:

 Checking of weekly list of payables, weekly budget and check preparation thru Global Cash

Management System.

 Responsible in payment processing to suppliers

 Preparation of daily cash position report and cash flow.

 Arranging conversion, fund transfer and other bank transactions on behalf of the company.

 Checking of Monthly Bank Reconciliation and Journal Entries.

 Responsible in General Ledger Accounts Revaluation.

 Recording of Sales and analyzing Accounts Receivables.

 Reconciliation of Other Receivables.

 Monitoring and checking company’s contracts.

 Accounting support for company’s Intellectual Property business line.

 Responsible as Petty Cash Custodian, managing and safekeeping Php 50,000 ($1,162.79 at

Php 43.00) cash on hand.

 Overseeing the General Ledger accounts.

 Reconciling accounts payables after payments and accounts receivables upon collection.

 Posting of entries thru SAP Accounting Software.

August 22, 2011 – December 4, 2012

San Miguel Foods Inc. – San Miguel Integrated Sales

Metro Manila, Philippines

Finance Analyst

(Credit and Accounts Department)

Responsibilities:

 Checking of customers’ government registrations (e.g. DTI, SEC, BIR etc.) in line with their Credit Line Applications to make sure that the distributors are legally operating their businesses.

 Monitoring of Sales Invoices to ensure its timely transmittal to customers.

 Monitors the floaters, purchases, expenses, and collections of National Chain Accounts (e.g.

Supermarkets, Malls) as well as General Trade Accounts (e.g. Distributors, Variety Stores, General Merchandise, etc.).

 Provides information to Sales Specialists for the unblocking of their accounts whenever it exceeds credit limit or it has an overdue.

 Prepares monthly Accounts Receivables Aging and other requested reports that will help the

Sales Specialists in formulating actions to improve their performance.

 Monitors Sales Specialists’ performance by comparing their recent from their previous weekly deviation report.

 Validates information and endorse the findings to Finance Head whenever Sales Specialists submitted memo for the application of their unapplied vs. their floaters.

 Validates the price variance, rebates and other credit memos and posts the adjustments.

 Posting of customer’s payment and monitoring timely deposit of customer’s postdated checks.

 Reconciliation of selected Company’s Ledger Accounts.

 Posting of adjustments and other accounting entries using company’s accounting software, SAP (Systems, Applications, and Products).

 Managing of the issuance of collection receipts and credit memos to all San Miguel

Integrated Sales offices nationwide.

EDUCATIONAL BACKGROUND

Master Degree in Business Administration (Completed)

Lyceum of the Philippines University

Cavite, Philippines

Certified Public Accountant

Professional Regulation Commission (PRC) License No. 0137393

Philippines

Bachelor of Science in Accountancy University of Santo Tomas (UST) Manila, Philippines

CONTINUING PROFESSIONAL DEVELOPMENT

November 2012

DEVELOPING A PERSONAL CULTURE OF EXCELLENCE By: Mr. Francis J. Kong

The Legend Villas – 60 Pioneer cor. Madison, Mandaluyong City, Metro Manila, Philippines

October 2012

CORPORATE WELLBEING TRAINING (FNRIDOST) Pasig City, Metro Manila, Philippines

May 2012

17th CERTIFIED BOOKKEEPER PROGRAM

Review on Bookkeeping Skills, Completing the Accounting Cycle, Constructive Accounting and Special Journals

National Institute of Accounting Technicians (NIAT) Office

Pasig City, Metro Manila, Philippines

ORGANIZATIONS:

NIAT: National Institute of Accounting Technicians

PICPA: Philippine Institute of Certified Public Accountants

PERSONAL INFORMATION

BIRTH DATE: October 20, 1989

GENDER: Female

NATIONALITY: Filipino