**RIZALIZ**

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**POSITION APPLIED: ACCOUNTANT**

**OBJECTIVE:** Seeking an Accountant position that offers an immediate challenge, career opportunity and advancement. Where I can enhance my competency, strengthen my personal skills and find a strong experience, which will contribute to my well -being.

**SUMMARY OF QUALIFICATIONS:**

* Graduate of Bachelor of Science in Accounting with 2.0 Final grade.
* 9 years working experience in UAE and 7 yrs. As Accountant.
* Knowledge in accounting software like GP, VISAAC, POS and Tally.
* Highly skilled in performing accounting tasks and financial reports.
* Outstanding work ethics and communication skills.

**AREAS OF EXPERTISE:**

* Bank account reconciliation
* Bank trust receipts and loan application
* Ledger maintenance
* Accounts Receivables/ Payable
* Prepaid expense
* Financial Statements
* Payroll processing
* Petty cash replenishment

**WORK EXPERIENCES:**

* **Grand Optics LLC - General** **Accountant March 2008 – April 2015**

* Prepares daily bank updates regarding bank transactions and update the General Manager.
* Verify and check bank deposits, remittances and withdrawals on accounts.
* Maintain the proper custody of all the bank deposit slips, bank statement, bank facilities/ agreements and payment vouchers.
* Prepare schedule of prepaid expenses, trade license and health license expiry.
* Receive invoice purchases from the supplier and make reconciliation on the accounts.
* Prepares the Quarterly Financial Statement of the company and related working papers.
* Prepares the monthly bank reconciliation, monitor bank loans, trust receipts, loan amortization and other records related to bank issues.
* Follow up on collection, billings, invoices and review for AR aging analysis.
* Monitor customer accounts details for non-payments and resolve irregularities.
* **Shades &Vision (Hassan’s FZCO.) - Sales Executive March 2006 – Feb. 2008**
* Assisting shoppers to find the goods or products they are looking for.
* Responsible in processing cash and card payments.
* Responsible in product merchandising displays.
* Balancing cash registers with receipts of end of day cash/credit reports.
* Responsible in resolving customer complaints.
* Keeping up to date with special promotions and putting up displays.
* **Guiguinto Construction Company - Bookkeeper Aug. 2004 – Jan. 2006**

* Recording of Sales Invoice, cash receipts on journal voucher.
* Matching of delivery receipts as per purchase order.
* Checking of receipts and sales invoice pricing and computation.
* Maintain proper custody of files, receipts and documentation.
* Monitoring of supplier accounts with regards to payables and receivables.
* **Rocka Filipina Land, Inc. - Accountant/Payroll Officer Feb. 2003 – July 2004**

* + Maintain and balance accounts regularly including subsidiary accounts.
  + Post journal voucher transactions timely and accurately in system.
  + Monitor Cash Sales, Fixed Assets and manage supplier’s invoices.
* Prepare staff payroll, computation of overtime, SSS and Tax deduction.
  + Maintain the proper custody of all the bank deposit slips, bank statement and payment vouchers.

**SKILLS:**

* **Computer Literate** in Microsoft Office, GP, VISAAC, Tally and POS software.
* **Excellent** in written correspondence and oral communication.
* **Fluent** in English, Tagalog, little Arabic and Urdu.
* **High Level** of analytical review on each transaction and reports.

**EDUCATION: BACHELOR OF SCIENCE IN ACCOUNTANCY**

**1998 – 2002** **University of Regina Carmeli (2.0 – Final)**

Malolos City, Philippines

**May – Oct. 2002** **Casino Review Center (CPA review center)**

CM Recto St. Manila, Phil.

**PERSONAL BACKGROUND:**

**Date of Birth:** April 02, 1981

**Age:** 34 yrs. Old **Visa Status:** Visit Visa

**Civil Status:** Single **Religion:** Catholic

**REFERENCE:**

* Available upon request.