**CURRICULUM VITAE**

**First Name of Application CV No 1645986**

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**Objective:**

Seeking a responsible and challenging career with a reputed organization, which will best utilize and hone my teamwork, skills and my professional growth.

**Educational Attainment:**

  **Polytechnic University of the Philippines**

  *Course: BA-Accounting*

 Sta. Mesa, Manila

 Philippines

**Work Experience:**

* **Al Tirmezey Computers Trading Co., LLC**
* **AL Tirmezey Real Estate Broker**

(September 16, 2006 – September 30, 2015)

Dubai, U.A.E.

**Administration/Finance Supervisor**

* *Process the renewal application of Trade License from Trakhees*
* *Process the renewal application of Insurance and Office Tenancy Contract from Nakheel.*
* *Process the renewal application of staff employment visa, labor permit, medical, Emirates ID and health insurance*
* *Manage Employee’s annual leave schedule and process annual leave salary and ticket allowance.*
* *Checking the expiry date and schedule of Company Cars registration and Insurance renewal.*
* *Supervising staff.*
* *Prepares Employees monthly payroll (WPS)*
* *Process bank deposits, bank transfers and other bank works.*
* *Handling of Petty cash and reconcile all payments and receipts weekly*.
* *Supervises and participates in the preparation of various financial statements and reports.*
* *Reconciles financial discrepancies by collecting and analyzing account information.*
* *Prepares monthly cashflow*
* *Prepare Local Purchase Order to supplier*
* *Process and manage client’s invoices, delivery notes and credit notes.*
* *Monitoring Collections*
* *Prepares collection letters to be sent to the clients.*
* *Prepares client’s statement of accounts*
* *Follow-up outstanding and overdue accounts by phone and by email.*
* *Visiting clients to reconcile accounts*
* *Prepares receivables ageing report.*
* *Liaise with sales and operations team to resolve any issues.*
* *Issue Official Receipts and post to Sales Ledger and client’s accounts.*
* *Prepares order payments and Issue checks and schedule the releasing.*
* *Process and manage supplier’s invoices, credit notes, data entry and scanning invoices.*
* **Philippines First Insurance Co., Inc.**

 Manila, Philippines

 June 18, 1995 – March 30, 2003

**Credit/Collection Controller (Reinsurance Accounts)**

**Credit/Collection Controller (Direct Accounts)**

**Bookkeeper**

**Seminars Attended:**

* **Collection Procedures, Strategies and Techniques**

(Legal aspects of Credit and Collection)

Skyrise Hotel, Baguio City

Philippines

* **Values Formation and Collection Techniques**

Development Academy of the Philippines,

Tagaytay City, Philippines

**Key Skills:**

* Administration
* Credit/Collection Controller
* Customer Service
* Microsoft Office

**Personal Information:**

Civil Status : Married

 Citizenship : Filipino Dialects : English & Filipino