**ANN**

Abu Dhabi
United Arab Emirates

C/o 971504973598

E-mail: ann.28520@2freemail.com

**OBJECTIVE**

To become competent in my profession by being an efficient and knowledgeable Accountant and

to achieve satisfaction in my work having done the best that I could. To provide necessary accounting information beneficial for the company’s decision making, therefore growth leading strategies.

**WORK EXPERIENCE**

**FUJAIRAH PLASTIC INDUSTRIES March 2016-PRESENT**

**Position ACCOUNTS / SALES COORDINATOR**

* Making Journal Entry for accounts transaction including stock journals.
* Prepartion of Cash Flow Statement and updating Cash Receivables.
* Processing of supplementary payroll.
* Preparation and monitoring of payables.
* Monitoring Orders from clients and preparation of sales invoices
* Custodian of company petty cash

**DEPARTMENT OF EDUCATION March 2015-January 2016**

**Position Administrative Assistant III**

* Monitors school funds, processing of the release of monthly disbursements
* Processing of supplementary payroll.
* Post audit of Cash Advances and checking of liquidation reports
* Monitoring of annual school funds

**CLASSIC CHARACTERS INC.(CANADIAN MANUFACTURING) 2006 – 2009, 2010-2015**

**Position Accounting Department Head**

* Prepares financial reports.
* Obtain and maintain general ledger structure
* Develops and monitors company systems and procedures.
* Supervise, train and guide 23 accounting personnel
* Coordinates with all the department managers on issues and concerns

**PUREGOLD PRICE CLUB INC. 2009 - 2010**

**Position Internal Audit Staff**

* Audit daily sales transactions, inventory, payroll, cash, petty cash, disbursements, advances, receivables
* Audit all exit documents and receiving procedures (compliance audit)
* Implement and supervise new processes
* Orient and educate all new employees related to procedures, giving refresher courses when needed.

**MOSEL VITELIC CORP. INC. (TAIWAN, R.O.C.) 2004 - 2006**

**Position Technical Assistant**

* Operates machinery and monitoring of all loaded wafer IC’s.
* Inspects wafer IC’s based on the standard set by the engineers

**ISLAND BEACH TRAVEL INC. 2002 - 2003**

**Position Accounting Officer**

* Prepares financial statements, bank reconciliation and statement of cash flows.
* Prepares payroll and other related reports including government reports
* Monitors all receivables and payables including commission of tour guides.

**ACADEMIC QUALIFICATION**

**TERTIARY**

* 1997 – 2002 Polytechnic University of the Philippines - Sta. Mesa, Manila

 **Bachelor of Science in Accountancy**

**SECONDARY**

* 1993 – 1997 San Pablo Colleges - San Pablo City, Laguna

**PRIMARY**

* 1987 – 1993 San Isidro Elementary School - San Pablo City, Laguna

**ELIGIBILITY**

**Career Service Professional Eligibility 2003 ( Average grade: 80.81 )**

**PERSONAL INFORMATION**

Date of Birth : June 28, 1980

Age : 37 years old

Place of Birth : San Pablo City, Laguna, Philippines

Citizenship : Filipino

Religion/Beliefs : Born Again Christian

Civil Status : Married