****

**Allan**

**Allan.289126@2freemail.com**

**WORK EXPERIENCE:**

1.Position: **General Accountant**

 Duration: December 2017 - Present

 Company: National Oilwell VARCO(NOV) Saudi Arabia Trading Co. Ltd.

 Industry: Heavy Industrial / Machinery / Equipment

 Location: Dammam The Business Gate Center P.O. Box 52681

 Dammam 11573, Kingdom of Saudi Arabia

 Department: Finance/Accounting

 Acctng Software: Glovia G2 / IBM Cognos / KRONOS

**Job Descriptions:**

* Responsible in posting all transactions related to accounts payable.
* Facilitate all vouchers for payment of vendor.
* Monitor and assist other accountant specifically on a month end account reconciliation.
* Work closely to accounting manager in handling final payment to vendor.
* Monitor accounting software and other supporting system in a timely manner to obtain an accurate and match up figure.
* Perform other related duties as required.

2.Position: **Public Accountant**

 Duration: September 2017 - Present

 Company: Business House and Labors Co Ltd

 Industry: Human Resources / Manpower & Recruitment

 Location: Alrraihi Building, 6th Floor, Dahran Street,

 Dammam 31481, Kingdom of Saudi Arabia

 Department: Finance/Accounting

 **Job Descriptions:**

* Responsible of the Monthly FINANCIAL STATEMENTS of the company.
* Statement of Balance Sheet
* Income Statement
* Cashflow Statement
* Assist in budget preparation and management activities.
* Perform other related duties as required.

3.Position: **Accounting Team Leader for Accounts Receivable**

 Duration: February 2015 - August 2016

 Company: Spruce Designer Network Inc.

 Industry: Retail / Merchandise

 Location: # 32 Toribio- Chavez Streets, Cagayan de Oro City

 Misamis Oriental, Philippines 9000

 Department: Finance/Accounting

 Acctng Software: Peachtree Accounting

**Job Descriptions:**

* Handle and monitor all transactions related to sales and accounts receivable from customers and employees to ensure efficient, timely and accurate collection of accounts.
* Monitor all cash collections, cash sales, sales through debit and credit cards.
* Review all electronic and manual sales for tax purposes.
* Perform account reconciliation for general ledger and subsidiary ledger.
* Facilitate credit and business investigation to customers.
* Bank reconciliation for all branches.
* Physical inventory counting.
* Perform other related duties as required.

4.Position: **Finance Officer / Accountant (Head Office)**

 Duration: November 2002 - July 2011

 Company: Aakay ang MILAMDEC Microfinance Foundation, Inc

 Industry: Micro-Financing / Social Services / Non-Profit Organization

 Location: #27 Dhalia Street, Ilaya Carmen, Cagayan de Oro City

 Misamis Oriental, Philippines 9000

 Department: Finance/Accounting

 Acctng Software; AMG Software / Peachtree Accounting

 **Job Descriptions:**

* Handling in preparation of monthly, quarterly, annually financial statements such as the balance sheet, P & L statement and cash flow.
* Assist external auditors during annual audit.
* Ensure the safeguarding of all funds.
* Fund transfer of all funds from one to another.
* Collections on receivables.
* Reconcile both AR & AP.
* Monitor cash receipts and cash disbursement at all time.
* Prepare and reconcile bank statements.
* Monitor the repair and maintenance of all assets like computers, office equipment, vehicles and others.
* Prepare employee’s payroll and review all benefits entitlements in a monthly basis.
* Perform other related duties as required.

**EDUCATION:**

Educational Level: Bachelor’s Degree

Education Field: Accounting

Course: Bachelor of Science in Accountancy

School: Capitol University

Location: Corrales Extension, Cagayan de Oro City

 Misamis Oriental, Philippines 9000

Date: June 1998 – March 2002

**SKILLS:**

1. Leadership, Supervisory & Team Building
2. Accounting, Bookkeeping and Analysis:
* Bank Reconciliation
* Accounts Receivable
* Merchandise Inventory
* Accounts Payable
* General Ledger
* Internal Audit
1. Decision Making
2. Effective Verbal & Listening Communication
3. Effective Written Communication
4. Computer Skills
* Microsoft Office Word
* Microsoft Office Excel
* Microsoft Office PowerPoint
1. Stress Management and Time Management
2. Accounting Software;
* Glovia G2
* Peachtree Accounting Software
* AMG Software
* Excel Formulas

**RESUME SUMMARY:** I am looking to take my career to the next level and move out to contract work into a full-time employee for a company where I can be a part of a team, but also allows me to focus my energy on my best strength. I ‘d like to build a long-term career that lets me focus on my professional growth.

**TRAININGS & SEMINARS:**

**Date** **Topics / Course Title**

April 8, 2016 Basics of Leadership

 Trainers & Consultants Inc.

 Chali Beach Resort, Cagayan de Oro City, Philippines 9000

January 7, 2016 7 Habits of Highly Effective People and Customer

 Service/Personally/Development Training

 Asiapro Multi-Purpose Cooperative

 Grand Caprice Restaurant, Cagayan de Oro City

 Philippines 9000

November 24, 2015 Basic Principles of Taxation & New Issuances/ BIR Regulations

 Bureau of Internal Revenue

 Grand City Hotel, Cagayan de Oro City, Philippines 9000

July 29, 2015 Basic Compensation and Benefits Program for SME’s

 OROCHAMBER-PUM

 Macapagal Road, Pueblo de Oro Township

 Cagayan de Oro City, Philippines 9000

September 25-29, 2007 Market Research & Product Development of DAR-STARCM

 Associated Resources for Management & Development Inc.

 Grand Ficus Plaza & Hotel Restaurant

 Kidapawan City, Philippines 9000

November 24-25, 2006 Governance Risk Management Dynamics Relative to the New

 Accounting Standard

 LANDBANK Countryside Development Foundation, Inc.

 Mallberry Suites Business Hotel, Cagayan de Oro City

 Philippines 9000

January 14-16, 2004 Writeshop on Proposal Making

 Mindanao Coalition of Development NGO Netwotks(MINCODE)

 Mindanao PO. Complex Maa, Davao City

 Philippines 9000

November 11, 2002 Annualized Withholding Tax (year-end adjustment) and Substitute Filing of Income Tax

 Bureau of Internal Revenue

 Grand Caprice Restaurant, Cagayan de Oro City

 Philippines 9000

**LANGUAGE SPOKEN:**

1. TAGALOG Philippine’s National Language
2. ENGLISH Universal Language