TERESA

**Contact Information**

Email-- TERESA.292304@2freemail.com

**Career Objective**

Seeking new challenges and opportunities.

**Personal Information**

Nationality : Filipino

Birthdate : 31 May 1968

Marital Status : Married

Visa status : Tourist Visa

**Professional Experience**

**May 1, 2007 – Accountant**

**Oct. 10, 2015** ELECTRICITE DE FRANCE

 Electricity Engineering Consultancy

Scope of work:

* Receive, filing & entry of bills in excel on daily basis
* Keeping track of petty cash fund and paid all expenses
* Issue of checks, preparation of payment vouchers, entry in QuickBooks Software Program
* Withdrawals of cash from bank.
* Issue salary through Wage Protection Systems rules for employees at the last week of the month
* Responsible for salary preparation & transfer for the staff through WPS.
* Prepare and process of employees insurance.
* Compilation of all Abu Dhabi office bills and preparation of payment vouchers for each head of accounts and entry of the same in QuickBooks.
* Entry of payment vouchers bills in QuickBooks including Dubai branch
* Reconciliation of bank statements
* Preparation of budget after the reconciliation
* Printing of QuickBooks reports, distributing to all Managers for verification and sending them in excel format to head office (France).
* Filing of various documents related to banks and bank statements
* Receipt of salary and overhead expenses from head office (in hard and soft copy for all French expats) and entry in QuickBooks after the computation depend on current AED rates and respective files.
* Maintain the integrity and confidentiality of employees files and update changes to any employee compensation details or employee records
* Prepare and submit regular reports & sending all hardcopy to France.
* Filing of invoices related to assets in asset file and auditors file.
* Making all the reports for the year end submission.
* Preparation of auditors information for annual audit report
* Prepare and process final settlement of employees.

**March 5, 2005 – General Cashier/Payroll Master**

**February 2007** EVERCREST GOLF CLUB RESORT, INC.

 (Golf, Restaurant, Hotel)

Km. 72 Batulao, Nasugbu

Batangas, Philippines

Scope of work:

* Counts/Checks outlet cashiers cash sales remittance
* Tallies & balances collected cash from daily cash remittance record
* Prepares Official Receipt on cash collection & on all provisional receipt issued
* Prepares / Accomplish General Cashiers Report data from outlet cashiers remittance and Main Office (Manila) collection.
* Prepares weekly Cash Position Report and bank balance summary report
* Updates bank balances both for Peso and US$ dollar Account.
* Counts and tallies assigned revolving fund amounting to Php 50,000.00 together with all cash advance slips, petty cash vouchers & other transaction on cash fund
* Issue, liquidates, reimburse petty cash fund
* Conducts, minimum of 4x a week spot cash count on change funds of all outlet cashiers and front office desk house fund
* Provides extra change fund or additional cash fund for outlet cashiers during peak season or long/extended weekends
* Prepares and distribute weekly salaries of extra workers
* Prepares payroll data sheet prior to cut-off date
* Encodes payroll entry & prints detailed/summarized copies of payroll for 15th and 30th payroll distributions
* Prepares and distributes pay slips for every payroll cut-off & service charge pay slips on monthly basis
* Prepares all related reports on W/tax, SSS, Pag-ibig and Philhealth for check preparation & remits the payment
* Computes sickness & maternity benefits on qualified employees as approved by SSS
* Prepare and compute final pay of resigned, end of contract, retrench employees
* Prepares yearly distribution of 13th month pay
* Tallies & prepares monthly w/tax remittance for yearly submission of alpha listings to BIR
* Checks & monitors needs of cashiers during tournament and big or special - events or functions
* Over-all in charge with the performance & schedule of Golf Reception and El-patio cashiers
* Prepare appraisal sheet on all outlet cashiers
* Performs other task that may be assigned from time to time

**March 2002 – Staff Assistant – HRD Records & Benefits Section**

**January 31, 2005 Central Azucarera Don Pedro Inc. (CADP Inc.)**

(Manufacturer of raw and refined sugar)

Lumbangan, Nasugbu

Batangas, Philippines

Scope of work:

* Issue receipts of the main product of the company – sugar
* Process the loan application of the employees (approx. 800 employees)

 from Government Agencies such as Social Security System, Pag-Ibig,etc.

* Filing of employees records to their respective folders
* Assist in the preparation of employees records.
* Help process employees health benefits application such as

hospitalization billing

**October 1990 – Bookkeeper / Cashier**

**April 2000**  HOPESEA Information Systems

 (Distributor of different computer peripherals)

 Binondo,

Manila, Philippines

Scope of work:

* Responsible in keeping and updating the records of company sales,

 purchases, checks and cash receipts, service work orders and service

invoices

* Keep the accounts receivable and accounts payable updated all the time
* Responsible in the preparation, keeping and recording of cash voucher
* Issues and record clients warranty cards
* Encodes sales, purchases, inventory, check or cash receipt (deposit and

withdrawal) and overhead in the computer

* In-charge of receipts formulation and documentation
* Journalizing
* Assist in the preparation of L/C and bank reconciliation of the companies

Bank accounts

* Assist in the preparation of employees payroll
* Maintaining petty cash fund
* In-charge of office supplies purchases
* Carryout such additional duties as may become necessary

**May 1989 – Accounting Clerk**

**September 1990** SM Shoe Mart – Head Office

 (Biggest department store in Philippines)

 Manila, Philippines

Scope of work:

* Preparation of check voucher and issuing of checks
* Responsible in making statement of accounts / billing
* Updating the day to day sales in the computer
* Journalizing

**Education**

June 1985 - Polytechnic University of the Philippines, Manila, Philippines

April 1989 BA Accounting

**Skills**

Knowledge in operating computer – MS Office (Word, Excel, etc)

Ability to use QuickBooks Accounting Software

Able to handle modern office equipment

Holder of valid Philippine & UAE Driving License

**Languages**

English, Tagalog