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# Rheena

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**Summary of Qualifications:**

* 12 years accounting experience and more than 1 year secretarial experience
* Proficient in Microsoft Word, Excel, PowerPoint, E-mail & Internet application.
* Experienced in Oracle Accounting Software (11i & 12) & ADI
* Good typing speed of 45 wpm.
* Strong personality, excellent communication and interpersonal skills.
* Highly organized, hardworking & efficient.
* Experienced in customer and service oriented business.

**Educational Background:**

* *Bachelor of Science in Accountancy (1997-2001)*

National College of Business and Arts

Quezon City, Philippines

**Work Experiences:**

*October 2015 – November 2015 Accounts & Finance Coordinator Aldar Properties PJSC*

*Abu Dhabi, UAE*

* Ensure all receivable invoices of sales & leasing payments, reimbursable, and other receivable income are properly issued and enter in the system.
* Send out all invoices, reminder letters, and legal notices to the tenants.
* Monitoring, update & adjustment of the aging reports for all customers.
* Ensure all accounts, revenue reports and department files are up-to-date.
* Ensure timely and accurate processing of payments to suppliers
* Create accounts payable vouchers / cheques and send to all relevant departments for approval and signature.
* Ensure accurate allocation of costs for each activity to ensure accurate accounting of payables.
* Ensure that all the unclear bank transactions are cleared on a timely manner.
* Liaise with central AP department in setting up new supplier accounts and validating bank account details.
* Validate all transactions processed by the Accounts Payable team.
* Prepares schedule for balance sheet items related with the payable ledgers
* Ensures that the payments are in line with the accounts payable policies and procedures.
* Liaise with the internal and external auditors and assist them in performing the audit.

*November 2011 – May 2015 Management Accountant Aldar Academies LLC part of Aldar Properties PJSC Abu Dhabi, UAE*

* Prepares payable vouchers & process payments for all suppliers related to Aldar Academies using Oracle. Ensures all invoices are supported with proper documentations such as purchase order, agreement or work order.
* Reconciles supplier statement of account as per company payables books.
* Communicates w/ suppliers regarding payment status and provides remittance advice for payment references.
* Check and records petty cash expenses received from School and prepares reimbursement based on imprest system.
* Handles corporate petty cash & in charge of monitoring staff cash advances.
* Responsible for daily cash & cheque deposit of collections received from Academies/Schools.
* Monitors receivable balances & prepares necessary reconciliation between Engage MIS record & Oracle.
* Records bank receipts and other bank transactions.
* Prepares monthly bank reconciliation.
* Attends to internal & external auditors. Prepares necessary schedule of GL accounts, provides assistance & documentations required by auditors.
* Prepares monthly Schedule of GL Accounts. Monitors movement of advances, prepayments, accruals & other liabilities.
* Prepares monthly closing entries in GL such as accruals, intercompany entries, expense amortizations & revenue entries.
* Records & analyzes monthly revenue on a timely basis.
* Analysis of revenue, expenses, receivables & other accounts. Prepares necessary adjustment whenever required.
* Prepares inter-company entries related with parent company & other subsidiaries. Ensures intercompany entries are matching before monthly closing of books.
* In charge of Accounts Payable & General Ledger closing and prepares necessary reports on a monthly basis.
* Preparing periodic financial statements including profit and loss accounts, budgets, cash flows and variance analysis.
* Prepare, examine, and analyze accounting records, financial statements, and other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards.
* Develop, maintain, and analyze budgets, preparing periodic reports that compare budgeted costs to actual costs.

*May 2007 – October 2011 Accounts Assistant Aldar Properties PJSC*

*Abu Dhabi, UAE*

* Recording of payable invoices & processing payments for all suppliers related to corporate accounts, projects & Academies.
* Reconciles supplier statement of account as per company payables books.
* Checks project payment certificate and cost are matching with payables record
* Communicates w/ internal & external customers regarding payment status*.*
* Ensures that original advance payment guarantees, retention guarantees & performance bond are received valid and in accordance with the company’s agreement format*.*
* Handling corporate petty cash, recording expenses and prepares reimbursement based on imprest system.
* Records monthly staff reimbursement and deductions together with payroll.
* Responsible for daily cash & cheque deposit received from Schools/Academies.
* Records bank receipts and necessary bank reconciliation on monthly basis.
* Ensures bank balance is reconciled as per company’s book on monthly basis.
* Analysis of revenue, payables, and receivables accounts and prepares necessary adjustments whenever required. Records monthly expense accruals.
* Prepares all necessary reports related to monthly closing and yearly financial closing.
* Provides necessary reports to the internal and external auditors.

*Oct. 2005 –March 2007 Accountant Protech*

*Abu Dhabi, U.A.E.*

* Encoding of daily purchases in accordance with Job- Cost System.
* Ensures that supplier invoices are processed as per the accounting guidelines. Checks if the LPO’s matches with the delivery notes and supplier invoices.
* Prepares costing of materials used in the basic transaction of business.
* Prepares payments to suppliers & updates ageing of payables.
* Handling supplier file & ledger, and reconciling monthly as per the statement of accounts.
* Preparation of Purchase Orders to confirm orders.
* Examine & analyses job costing and all cost are accounted to the job card.
* Prepares monthly inventory report.
* Responsible for preparation of sales invoices on a monthly basis.
* Managing payroll system and ensuring it is properly and accurately updated daily and proper documentation is filed correctly, with monthly payroll closing, and issuing labor wage payment vouchers.
* Prepares end of service benefit & final settlement to leaving staff.
* Reconciling bank balance as per the Bank Statement and Company’s Bank Ledger.
* Prepares monthly Cash Flow Report & Gross Profit Report ensuring spending is kept in line with the budget.
* Reports company’s monthly performance to the General Manager & provides business strategies to improve the company profit & loss report.
* Reports to the General Manager and provides secretarial services.
* Independently managing daily office task at minimum supervision.
* Arranging hotel & flight bookings to staff and managers.

*Jan. 2004 – August 2005 Document Controller HDP Projects Limited*

*Abu Dhabi, U.A.E.*

* Preparation of request for quotation to prospective suppliers. Provides cost estimates based on quotations.
* Preparation of Invitation to bid.
* Liaising / dealing to suppliers with regards to the order.
* Preparation of Purchase Order to confirm order
* Processing payments to suppliers by way of payment certificate.
* Liaising with the logistics with all matters concerning shipment of orders.
* Following up of the (imported) orders from the suppliers to meet Client’s deadline.
* Assisting the client on matters concerning confidential documents that will help them generate reports.
* Assisting the client on matters concerning confidential documents that will help them generate reports.
* Updating supplier files per project & maintaining files with high level of confidentiality.
* Filing of drawings, contracts and specifications on their respective supplier file.
* Reporting to the Project Coordinator on matters regarding supplier, client and contractor’s query.
* Preparing daily correspondence whether locally or internationally.
* Handling phone calls, internet, fax etc.

*Oct. – Dec. 2003 Secretary Pan Emirates Engineering Limited,*

*Abu Dhabi, U.A.E.*

* Daily Correspondence, which includes both local and international letters.
* Preparing submittals of shop drawings, materials, work inspection request etc.
* Arranging meetings, travel documents, hotel bookings etc.
* Handling visitors and consultants.
* Preparing Minutes of Meetings.
* Maintaining the files with high level of confidentiality.
* Handling telephone calls, fax, e-mail, internet etc.
* Liaising with other Departments to ensure smooth functioning of our Department.

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| *Nov. 2001 – Aug. 2003* | *Accounts Assistant* | *Banff Realty and Development Corp.*  *Quezon City, Philippines* |

* Encodes the daily transactions such as purchased of necessary materials.
* Ensures that the supplier invoices are processed as per the accounting guidelines.
* Liaising with customers for payment and monitors the aging of receivables.
* Monitors the weekly retention payable.
* Manages payroll system and ensures that it is properly and accurately updated and the office copy of each document is filed in respective individual files, payroll monthly closing.
* Prepares reimbursement vouchers to the concerned staff as and when required.
* Prepares the monthly bank reconciliation statement.
* Prepares the monthly inventory report.
* Conducts a month-end inventory count of the materials at the site.
* Prepares the basic monthly financial statement such as the balance sheet and income statement as guided in the computer-based system of accounting.
* Attends to all incoming and outgoing calls.
* Provides secretarial services to Accounts Department.
* Organizes and maintains the department files as per the company filing system.
* Prepares office correspondence.

**Personal Details:**

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| Nationality | : | Filipino |
| Marital Status | : | Single |
| Birth Date | : | 04 April 1980 |
| Age | : | 36 y/o |
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