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Romed

**Assistant Accountant - Accounts Department**

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**Objectives:** To adapt new conditions varying work demands, schedule and priorities. Seeking a position with scope for advancement that enables me to learn and improve my skills through organization’s needs.

**WORK EXPERIENCE**

 **HARLEQUIN MARQUEES AND EVENT SERVICES (Dubai)**

**(Assistant Accountant)**

Accounts Department - August 2012 to Present

Job Description:

• Prepare request for payment vouchers including fund transfers to creditors.

• Prepare cheque and update the same and maintain records in a systematic order.

• Prepare and encode daily deposit slips and issue the corresponding receipts.

• Process sales invoices, records the same, maintain related file

 Encoding of Payables (Suppliers’ Invoices) into the system.

* Trade Payables
* Non Trade Payables (utilities, etc.)

• Update and record the journal entries for the subsidiary ledgers.

• Prepare journal entries:

* Liquidation of Cash Advance
* Petty Cash Replenishment
* Accruals

**.** Posting Supplier’s invoice (Sage Pastel)

• Assist with the collections from debtors.

 Maintenance/Filing of records

* Stamping of paid receipts
* Numbering of payment vouchers

 **AL HADA MILITARY HOSPITAL (K.S.A)**

**(Assistant Accountant)**

Payroll Department - January 2005 to October 2011

Job Description:

• Process vouchers and prepares manual cheque for late timesheets of employees going for annual leave and newly hired employees.

• Records manual cheque issued, arranges all signed checks and releases the same upon due date.

• Process monthly timesheets of all program employees that includes calculation of hours, attachment of all necessary documents (sick leave notes, annual leave forms) and prepares adjustments as needed.

• Batch timesheets and vouchers processed before cut-off time and encode the same in the computer.

• Arrange all processed and keyed timesheets and vouchers in employee number order.

• Prepare adjustments for the next payroll period when necessary.

• Reconcile total manual cheque against data processing print out.

• Record unpaid leaves in the computer.

**(Accounts Clerk)**

Patient Billing Department - June 2003 to December 2004

Job Description:

•Take Daily Reports from Data Processing Department records all information (Cash Discharge, No. of Inpatients and Summary of Daily Transaction) and make a computerized Summary Report at the end of the month.

•Check the Daily Cash Report, records and deposits the receipt on the next day. File the duplicate copies and make a Cash Summary Report at the end of the month.

•Take Monthly Reports from Data Processing Department, attached the Summary Bills to the Itemized Bills (Non-Saudis and their Dependents Bills) per account, and then encode in the computer. Check the referred and unreferred charges. Records Non-Saudi employees who visited Emergency Room on a daily basis and inquire if they have been referred to other special clinics and records the time of visit.

• Prepare the Doctor's List for Unauthorized Treatment. Checks and records all the charge slips submitted by different ancillary departments to Patient Billing Department.

• Keep the copies of all claimable bills on a monthly basis to be referred to.

**(Accounts Clerk)**

Patient Billing Department - November 2001 to May 2003

Job Description:

• Same job description as above. Absorbed by PSHRC (under MODA)

**NDMSI GROUP OF COMPANIES**

Treasury Department – March 1995 to October 2001

**(Treasury Clerk / Fund Custodian)**

 Job Description:

• Update bankbooks for the purpose of reconciling Cash Position and Bank Reconciliation.

• Prepare cheques and cheque vouchers for Disbursements needed in Daily Cash Position Report.

• Prepare monthly Bank Reconciliation Statements and Actual Cash Flow Statements.

• Act as custodian for Petty Cash Fund and Revolving Fund.

**A PLUS SECURITY AND INVESTIGATION SPECIALIST**

Finance Department - January 1993 to March 1995

**(Finance Clerk)**

Job Description:

• Prepare payroll of security guards.

• Prepare Cash Position Report on a daily basis.

• Prepare cheques and cheque vouchers and makes Cash Disbursement Reports.

• Prepare Billing Statement to be delivered to different clients of the company.

• Bank Reconciliation Statement.

• Collect payments of different clients and prepares Weekly Collection Report.

• Petty Cash Fund Custodian.

EDUCATION

**Bachelor of Science in Commerce major in Accounting**

ADAMSON UNIVERSITY

1986 to 1993

**Diploma**

PATEROS CATHOLIC SCHOOL

1977 to 1986

ADDITIONAL INFORMATION SKILLS:

General Knowledge in Computer Terminal Usage (MS Word, Excel, MS Access, Sage Pastel) / Operates Fax Machines, Photocopy Machines and Electric/Electronic Typewriter / Drives light vehicles, motorcycles / Playing basketball