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| **C:\Users\Melanie\Desktop\pic-1.JPG**  **MELANIE**  [**MELANIE.298871@2freemail.com**](mailto:MELANIE.298871@2freemail.com)  **CAREER OBJECTIVE:**  To obtain a position that will enable me to use my strong organizational abilities, skills & education to work well with other people productively utilized towards the achievement of both company and personal goals.  **PROFESSIONAL SKILLS AND CAREER PROFILE:**   * Multitasking, hardworking, highly motivated and highly trustworthy. * Detailed-oriented, efficient and organized professional with experience in accounting. * Possess strong analytical and problem solving skills with the ability to make thought out of decision. * Proficient in Microsoft Office (Word and Excel) * Easy to work with other people. * Can work under pressure.   **PROFESSIONAL EXPERIENCE:**  **ALMASAH INTERNATIONAL REAL ESTATE**  Ground Floor Reef Tower, Jumeirah Lakes Tower, Dubai – UAE.  Period: May 05, 2008 to present  **Position:ACCOUNTS ASSISTANT / ACCOUNTS RECEIVABLE**  **DUTIES &RESPOSIBILITES :**   * Received cash, cheque, credit cards payments from the clients and issue receipts and processing transaction quickly and accurately. * Prepare invoices for the clients. * Reconcile if the cash &cheque collection is deposited properly to the bank. * Follow up inward remittance that credited to company’s bank account. * Prepare daily & monthly collection report. * Doing General Receipts on the system( EPMS). * Updating entry of matured Post Dated Cheque’s in the system according to which bank it was deposited and cleared. * Handling petty cash fund. * Doing clients payment verification during audit. * Prepare Payment Voucher for employee salary. * Filing and maintaining record for reconciliation process. * Other customer service functions such as answering inquiries from the agents and replies email to clients for their inquiries regarding payments. * Prepare monthly collection per Agent according to their collection per project to avail their commission. * Preparing cheques for payment as well.   **OBERON PROPERTY MANAGEMENT & CONSULTANCY INC.**  #69 Congressional Ave., Quezon City, Philippines  Period: May 02, 2004 to April 05, 2008  **Position:ADMIN/ACCOUNTANT**  **DUTIES & RESPOSIBILITES:**   * Doing bookkeeping functions such as Cash Disbursement and Cash Receipts Book. * Preparing monthly payroll for all the employees * Handling petty cash fund of the company. * Checking daily sales report from all the branches. * Received and verify invoices and requisition for good and services. * In-charge in processing all the licenses of the company. * Responsible for outgoing and incoming important documents. * In-charge in purchasing function. * Perform other job as required by the management such as typing and updating 201 files.   **ROBELLE MANSION HOTEL**  #877 JP Rizal St., Makati City, Philippines  Period: May 15, 2000 to April 15, 2004  **Position: ACCOUNTING CLERK**  **DUTIES & RESPOSIBILITES:**   * Prepare daily and monthly sales report of the company. * In-charge on petty cash fund of the company. * Responsible for proper handling of cash, cheque credit card collection. * Responsible for tips computation and distribution among the staff. * Prepare weekly and monthly payroll for all the employees. * Monitor the accounts receivable and payable to all suppliers. * Issuing ticket for domestic flights (Hotel Guests and walk in clients)   **HOTEL VECCHIA ROMA**  #1400 M.H. Del Pilar St. Corner Sta. Monica St., Manila, Philippines  Period: July 16, 1995 to March 30, 2000  **Position: ACCOUNTING CLERK/PURCHASER**  **DUTIES & RESPOSIBILITES:**   * In-charge to follow up clients for their due payments. * Prepare Cash Disbursement and Cash Receipts book. * In-charge in purchasing supplies for Hotel and Restaurant needs. * Prepare weekly and monthly payroll.     **SEMINARS / TRAINING ATTENDED:**  Fraud Awareness Training  How to use EPMS    **EDUCATIONAL BACKGROUND:**  **UNIVERSITY**: WEST NEGROS UNIVERSITY  Bacolod City, Neg. Occ.  Inclusive Year : 1990 – 1994  Date Graduated : March 20, 1994    COURSE: **BACHELOR OF SCIENCE IN ACCOUNTANCY**    **SECONDARY** :MABININATIONALHIGH SCHOOL  Brgy.Mabini, Cadiz City, Neg. Occ.  Inclusive Year : 1986 - 1990  Date Graduated : March 28, 1990  Salutatorian    **PRIMARY**  : MABINI ELEM. SCHOOL  Brgy. Mabini, CadizCity, Neg.Occ  Inclusive Year : 1980-1986  Date Graduated: April 4, 1986  Salutatorian  **PERSONAL DATA:**  Age : 43 yrs. old  Birth date : July 4, 1973  Place of Birth : Brgy. Mabini, CadizCity, Neg. Occ.,Philippines  Civil Status : Single  Citizenship : Filipino  Religion :Roman Catholic  Height : 5’3”  Weight :105lbs |