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|  **C:\Users\Melanie\Desktop\pic-1.JPG****MELANIE** **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, PhilippinesPeriod: 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, PhilippinesPeriod: 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, PhilippinesPeriod: 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 UNIVERSITYBacolod 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 : FilipinoReligion :Roman Catholic Height : 5’3” Weight :105lbs  |