**PEARLY**

**PEARLY.301838@2freemail.com**

**CAREER OBJECTIVE**

An adaptable and responsible professional seeking a challenging position in a prestigious organization where my knowledge, skills and capabilities would be utilized and developed for the organization's benefit as well as for my career.

**KEY STRENGTHS**

* Work Experience Summary:
* 5.6 years working experience in UAE as an Accountant handling Receivables and Inventory (using Tally and QuickBooks)
* 3.5 years as an Accounting and Administrative Assistant in an insurance company in the Philippines (using Gen1Isys Insurance System by Oracle Financial Services)
* 1.5 years Inbound sales call center agent in Philippines
* Dynamic and result-focused person with a verifiable record of achievement in collection monitoring as a receivables accountant, up to date sales report, as well as tracking/monitoring Inventory that lowered down the variance between books against physical count to virtually less than 2 units.
* Can execute assigned responsibilities with minimal supervision
* Good communication and interpersonal skills developed through constant communication with clients/customers, agents, managers and directors.
* Proficient in verbal and written English
* Proficient in Microsoft Office: word, advance excel, power point

**CAREER OVERVIEW**

**Career Overview:**

A professional presently working in a building-automation Italian company as a receivables & inventory accountant, carrying out billing, collection, inventory reconciliation and reporting activities according to specific deadlines. I also have 3.5 years experience in a bank's insurance industry in the Philippines, worked on insurance productions to meet monthly and yearly targets and now I am seeking for a new professional challenge.

**HIGHLIGHTS OF RELEVANT EXPERIENCE**

**Professional History**

**Interel Building Automation DMCC**

Integrated system supplier of online Guest Room Management Systems and energy conservation solutions in the international hospitality industry.

**Jr. Accountant (Receivables & Inventory); 26 January, 2014 to Present**

**Responsibilities**

Receivables Accountant

* Receivables Reports (monthly financial closing)

- Sales, Receivables ageing, Customers’ Deposit (balance on advance payment report)

* Collection and monitoring of receivables,
* Checking, preparation and issuance of billing/invoice
* Checks rates and ensure terms are applied as per the contract/agreement
* Sales Order monitoring and booking of Sales

Inventory Accountant

* + - * Inventory Summary Valuation (monthly financial closing)
			* Quarterly Inventory reconciliation against physical count
			* Purchase Order & Sales Order Monitoring
			* Monitoring the “IN” and “OUT” of items

Other Task as assigned

* Monitoring & compiling of company’s Engineers Timesheets
* Recording and monitoring of payments for Intangible Assets (Patents/Trademarks)

**Butlers Dry Cleaning and Laundry Services**

One of the leading laundry service providers in the UAE.

**Receivables Accountant; 10 October, 2010 to 23 January, 2014**

**Responsibilities**

Receivables Accountant

* Receivables Reports (monthly financial closing)
	+ Receivables ageing, credit card reports, final sales of contracts & small shops(retails shops), compensation reports
* Collection and monitoring of receivables,
* Checking, preparation and issuance of billing/invoice
* Checks rates and ensure terms are applied as per the contract/agreement
* Assist in encoding sales

Other Task as assigned

* Inventory count in shops
* Provides load/quantity reports to management for yield analysis and feasibility study
* Assist in preparation of business proposals and renewal of agreements

**Philippine National Bank General Insurers Co., Inc.**

A subsidiary of Philippine National Bank, one of the most prestigious banks

in the Philippines, that provides Non-life Insurance Products.

**Bancassurance Accounting / Administrative Assistant ; Dec 12, 2006 - June 10, 2010**

**Responsibilities**

Accounting work:

* Daily monitoring of deposited premium payments & issuance of official receipts
* Quick Reconciliation/settlement of floating accounts
* Timely and effective preparation and submission of weekly collection reports
* Safe keep postdated checks and monitor accounts with credit term
* Preparation of statement of account for PNB (Philippines National bank) branches to update their outstanding premiums.
* Disbursements voucher and check issuance, Revolving fund replenishment
* Act as a petty cash custodian

Administrative work:

* Effective Monitoring of Productions
* Prepares Insurance Production Reports

-(Comparative monthly & yearly reports, new & renewed accounts ratio);

* Prepares & sends out to clients insurance renewal notices & statement of accounts
* Prepares Insurance quotations/proposals & issues Insurance Policies (Nonlife Insurance and policy endorsements)
* Sometimes perform ocular inspection of properties to be insured and assist in Insurance claims.

**TELUS lnternational Philippines,Inc. (Formerly Ambergris Solution Inc.)**

A leading provider in the Philippines of customer call center services and IT services to North American clients in the utilities, IT, telecom, consumer electronics and financial services industries.

**Customer Interaction Associate (Inbound Sales); Dec 6, 2004 - May 29, 2006**

 **Responsibilities**

-Quick and effective in taking orders and resolving inquiries from North American clients through phone and chat.

-A team player effectively working to meet the metrics set by the company with regards to Quality Assurance, Schedule Adherence and Daily Sales Target.

 - Committed in providing high quality service to clients.

 -Up-selling and cross-selling products.

**EDUCATION/AFFILIATIONS**

* **Graduate of BACHELOR OF SCIENCE IN ACCOUNTANCY**

School : ATENEO DE DAVAO UNIVERSITY

Address : Jacinto Street, Davao City, Philippines

School Year: 2000-2004

* **PHILIPPINES CIVIL SERVICE COMMISSION**

 **CAREER SERVICE PROFESSIONAL ELIGIBLE**

March 11, 2007