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**CECILIA**

**CECILIA.316232@2freemail.com**

***CAREER OBJECTIVE:***

 To secure a position in the accounting field that will enable me to use my experience in all aspects of accounting and financial management.

***SUMMARY OF QUALIFICATIONS***:

* General Ledger Entries, Bookkeeping and Audit
* Expense Reporting and Accounts Reconciliation
* Accounts Payable and Accounts Receivable
* Financial Statements Preparation and Analysis
* Payroll Processing
* Proficient in accounting softwares as Quickbooks, Peachtree, Tally, Nvsion and ACCPAC
* Proficient in MS Office especially Excel
* Proven ability to manage multiple assignments while meeting tight deadline schedules.
* Strong relationship-building skills and effective collaboration with management, co workers and clients.

***PROFESSIONAL EXPERIENCE:***

**TBS FZ LLC/WSI**

Office Manager

May 1, 2014 – present

Dubai Media City

 *TBS FZ LLC is a franchised company of WSI, the world’s largest digital agency based in Canada.*

Duties include:

1. Accounting
* Invoicing, collection and client reminders and follow ups.
* Monthly internal financial reporting (e.g. profit and loss, balance sheet, trial balance, etc.)
* Bank reconciliation and monitoring of balances
1. Administration task
	* + - Administering the overall office maintenance, office supplies, renewals of lease contracts and licenses
			- Ensuring all office policies and procedures are being implemented.
2. Human Resources
* Visa processing and renewal
* Preparation of payroll,
* Preparation of internal memos and announcement.
* Maintenance of personnel files

**CAR MART EST**

General Accountant cum HR In-charge

March 10, 2012 – March 31, 2014

Deira, Dubai

 *Car Mart Est. is a trading company of car accessories for more than 20 years; supplying these items to hypermarkets in the UAE and the neighboring countries.*

Duties include:

* Ensure strict implementation of the internal controls, by ensuring only those authorized expenses/invoices are recorded
* Posting, reconciliation & reporting of all payables products and services and preparing the payment
* Reconciliation and monitoring of the Supplier Advances/Down payments
* Ensure proper recording and verification of all expenses
* Reconcile the bank transaction, accounts payable and accounts receivable
* Manages the filing, storage and security of documents (both accounting and admin file)
* Process work permit and residence visa of employees and other legal documents for the company

**BEAM SKY VIEW GENERAL TRADING LLC**

Assistant Accountant/Operation Assistant

January 8, 2012 – March 8, 2012 (temporary basis)

Karama, Dubai

 *Beam Sky View General Trading LLC was established to supply spare parts and building materials to the operators in UAE and selected South East Asian Countries.*

Duties include:

* Updates cash log and reconciles with bank statements.
* Ensure timely and accurate posting of transactions for effective management of company receivables and payables.
* Maintains accounts receivable and vendor aging reports.
* Reviews, reconciles, and resolve accounting discrepancies.
* Replies e-mails from suppliers and customers regarding follow-ups of orders
* Prepares request for quotation of prices of items ordered by customers to suppliers
* Prepares quotation of prices of items offered by suppliers to customers

**DEPARTMENT OF EDUCATION**

Budget Accountant

August 2003 – December 31, 2011

Cagayan de Oro City, Philippines

 *DepED is a government agency responsible* *for regulating and managing the Philippine system of basic education.*

-Responsible in ensuring that government money is properly spent for quality education

-Duties include:

* preparing financial records and statements
* estimating the cost of new projects
* reviewing budgets and investments
* monitoring spending and cash flows
* allocating money to projects and departments
* analyzing the effectiveness of services to the public

-Commendation received:

 Prompt submission of accurate financial reports for FY 2010.

 **HOTEL CONCHITA**

 Accounting Head

 November 2001 – July 2003

 *Hotel Conchita is a business hotel located in Cagayan de Oro City. Established for more than 20 years, it ranked fourth as the best hotel in the city.*

-Responsible in overseeing the financial transactions of the hotel.

- Duties include:

* analyzing financial information and statistics
* preparing regular financial statements and accounts, such as profit and loss accounts
* monitoring spending, costs and budgets
* carrying out internal audits of various departments
* providing external auditors with the company reports and financial data they need
* overseeing the company's payroll, credit control, and bookkeeping systems
* preparing cash flow statements and bank reconciliation

-Achievements:

 - Was able to set up accounting system for accurate reporting and control

 - Initiated the daily monitoring of cash flow and weekly preparation of bank

 reconciliation statements

**PRIME ASIA FINANCIALS, INC.**

Accountant (promoted)

April 1995 – September 2001

Bookkeeper

August 1993 – March 1995

 *Prime Asia is a financial institution which provides financing and loan services to clients since 1991. Services offered includes real estate mortgage and chattel mortgage*.

-Responsible in keeping accurate financial reporting

-Duties include:

* inputting daily transactions to the accounting system
* generating monthly financial reports for Head Office
* reconciling accounts per books and per subsidiary ledgers
* preparing monthly aging of loans
* preparing monthly bank reconciliation statement
* reviewing and approving loan applications as member of the credit committee
* checking and reviewing check disbursement for loan releases and other payments

-Achievement:

 Commended for early submission of accurate financial reports on a consistent monthly basis.

***EDUCATION AND CERTIFICATION:***

Graduated in Bachelor of Science in Commerce

Major: Accounting

Xavier University (Ateneo de Cagayan), Philippines

Awards received: consistent Dean’s Lister

Passed the Career Service Eligibility

Professional Examination by the Civil

Service Commission,Philippines

*(rating: above average)*

***OTHER INFORMATION:***

Gender : Female

Marital Status : Married

Citizenship : Filipino

Homeplace : Cagayan de Oro City, Philippines

Expiry : 16th May 2021

Visa : Residence (employment)