**Curriculum Vitae**

**Jovelyn**

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**Position Desired:**

***Accounting Staff***

**Qualifications:**

* Thirteen years increasingly responsible experience in the field of accounting.
* Knowledge in Fox-Pro, SAP-ERP and FOCUS accounting software and proficient in Microsoft Office such as Excel, Word and PowerPoint.
* Detail-oriented; keen ability to recognize and resolve discrepancies.
* Ability to quickly pick-up a new knowledge.

**Professional Experience:**

**Finance Executive**

(British American Tobacco ME DMCC) JLT, Dubai, U.A.E (June 2012 - November 2016)

* Responsible in all inter-company process debtor and creditor.From the creation, sending invoices and followsup payments and making sure there is no ageing item on the system. Posting of all payable invoices and making sure that it is paid to all inter-companies on time. Ensure that all the inter-company balances are agreed on the monthly basis by sending the updated monthly balances and asking confirmation on the same.
* Responsible in all third party accounts payable from making sure that all valid invoices has been posted and paid on time.
* Ensure that Employee Expense Claims has been processed on time. Regular follow up is done for all outstanding Corporate Card Claims.
* Provide employee balances to HR for the monthly payroll adjustment.
* Providing Cash Flow Forecast numbers to Banking & Treasury Team in terms of Intercompany Receivables & Payables and Third Party payables.
* Ensure that all the prepayments are apportioned on the monthly basis.
* Clearing and reconciliation of relevant Balance Sheet Accounts.
* Follow up with Master Data team to ensure vendor/customer creation and update for Intercompany are done accurately.
* Respond to shared services monthly Intercompany AR/AP report.
* Playing an active role in new Finance Projects in terms of complete Intercompany Master Data, No Ageing items for Intercompany balances & No Ageing items in terms of Employees Vendors/Customer Accounts.
* Reconciliation & Clearing of Intercompany Suspense Account. Keeping a close eye on this account, as this is the core essence of the whole Intercompany ProcessRegular follow up is done from outstanding Intercompany balances both for Receivables & Payables
* Ensure that all intercompany related balances and P&L have been reported to HFM to avoid mismatches to other entities.
* Keep an overview on the supplier and employees vendor accounts and ensure regular reconciliation.
* Handle supplier/employee queries relating to payments.
* Assist G/L Supervisor in doing the month-end JV such as accrual, prepayment allocation, correcting entries and other adjustments.
* Assist other Finance Executives on month-end closings; financial reporting and data processing.
* Ensure that all invoices, debit notes and expense claims are properly filed as per the set of records management procedures.

**Accounts Assistant**

(Atlantic Maritime Group) Hamriyah, Sharjah, U.A.E (May 2010 - May 2012)

* Responsible in posting of accounts payable invoices and petty cash expenses.
* Monitor all accounts payable invoices by printing the purchase trail report and reconciling statement of accounts from suppliers.
* Preparing the payment to suppliers through manual transfer and check.
* Preparing and recording of sales invoice (back charge expenses).
* Preparing vessel’s crew salary check payment and sending it to their beneficiary through exchange centers.
* Handle suppliers/crew queries relating payments.
* Assist Senior Accountant in monitoring prepayments and accrual.
* Follow-up payments from clients/customers.
* Managing the filing of records and other documents.

**Accounts Assistant**

(British American Tobacco FZ L.L.C) Dubai Media City, Dubai, U.A.E (October 2007 - November 2009)

* Responsible in posting of invoices, debit notes and employees personal expense claims into SAP-ERP system in timely and accurate manner.
* Process weekly payment run from generating of payment proposal up to creation of payment run.
* Ensure that all invoices, debit notes and expense claims are properly filed as per the set of records management procedures.
* Keep an overview on the supplier and employees vendor accounts and ensure regular reconciliation.
* Handle supplier/employee queries relating to payments.
* Ensure the flow of debit notes from distributors and periodic reconciliations.
* Assist G/L Supervisor in doing the month-end JV such as accrual, correcting entries and other adjustments.
* Assist other Finance Executives on month-end closings; financial reporting and data processing.
* Take over the Inter-company accounts for nine months when the assigned Finance Executive went on a maternity leave. This includes summarizing and processing of recharges from other BAT company and raising an invoice to them for BAT Dubai account receivable.

**Payroll / Treasury**

(Eastern Plastic Packaging Corp.) Taguig, Philippines (March - September 2007)

* Prepare payroll of employees including bank salary transfer and payment of employees benefits such as SSS, housing, income tax withheld and medical insurance in a twice a month basis.
* Prepare daily cash position.
* Receive all checks and cash payments from customers and prepare daily bank deposits.
* Releasing of check payments to suppliers.
* Managing of office petty cash liquidation and replenishment.

**Cost Accounting Clerk**

(Eastern Plastic Packaging Corp.) Taguig, Philippines(March 2005 - February 2007)

* Prepare the suggested selling price of all the plastic products.
* Summarize the actual quarterly inventory and reconcile against the stock-card on the system.
* Monitoring of fixed assets acquisition and disposal.
* Assist and sometimes take over Accounts Payable Executive on processing of invoices.
* Take over Accounts Receivable tasks whenever the assigned Executive is on leave.

**Accounts Assistant**

(Lifestyle Concepts Co. Inc.) Pasig, Philippines (January 2003 - February 2005

* Processing of all invoices from subcontractors and suppliers.
* Prepare weekly manual transfer and check payment for the suppliers.
* Prepare manual payroll of employees.
* Perform actual inventory for all the consigned goods in all the department stores within Metro Manila.
* Prepare certificate of Creditable Tax Withheld (BIR Form 2307) for rentals and suppliers.

**Education:**

**Bachelor of Science in Accountancy**

(Roosevelt College of Marikina) Metro Manila, Philippines (1999 - 2003)

**Computer Skills:**

Microsoft Office Package (Word, Excel, PowerPoint)

Accounting Softwares (FoxPro, SAP-ERP, Focus, Oracle)

**Personal Information**

**Gender :** Female

**Citizenship:** Philippines

**Civil Status:**  Married

**Visa Status:** Husband Visa