MATHEWS

MATHEWS.327848@2freemail.com

**CAREER OBJECTIVE**

To secure a position in a company that will utilize my strengths in financial and interpersonal skills that offers me a variety of challenges and opportunities.

**PERSONAL DATA**

Date of Birth : February 9, 1982

Age : 34 years old

Place of Birth : Polillo, Quezon

Civil Status : Married

Nationality : Filipino

Religion: Roman Catholic

Height : 5’3 ft.

**Weight : 59 kgs**

**SKILLS**

* Highly skilled in dealing with financial and numeric data.
* Excellent work habits including a willingness to work extra hours if necessary to get the job done, especially when important deadlines cause greater than normal departmental pressures.
* Proficient in general office duties, including Microsoft Word, Microsoft Excel and Power Point as well.
* Ability to communicate, both orally and in writing.
* Highly motivated individual and fast learner.
* Proficient in using accounting software such as Great Plains version 9,Property Manager,Oracle and SAP same thing application withPeachTree,Navision,ERP and Quick Books as well, they are all using SQL language.

**WORK EXPERIENCES**

**INVENTORY CONTROLLER ASSISTANT**

FOREVER LIVING PRODUCTS FZE

Dubai Airport Free Zone Authority Blk 23-24

Currently working and was joined to the Company last April 13, 2016

* Prepares monthly product reconciliation for all the Branches here in UAE and in Saudi.
* Check all the product items if we have sufficient stocks for the whole month to be distributed to all branches of our Company.
* Monitor all the fast moving product in quarterly basis.
* Monitor in and out of the product in the warehouse.
* Prepares monthly inventory of all the stocks.
* Prepares Delivery Receipt to be delivered for the Branches of Forever Living Product Inc.
* Prepares Gross Receipt Notes for monitoring purposes of all the stocks.

**INVENTORY CONTROLLER**

SOMNO MED.PHILIPPINES

Pasong Tamo,Makati City

August 2015 – November 2015

* Prepares monthly consumption for all major and minor materials used by the operation.
* Releases everyday materials used by the operation department.
* Monitor all the production that produced by the operation people.
* Monitor all the materials both major and minor to know if the stock materials is enough for the production.
* Prepares monthly inventory both for major and minor materials.

**ACCOUNTS RECEIVABLE & PAYABLE SPECIALIST**

**CASHIER**

C.F.SHARP HOLDINGS, INC.

Intramuros, Manila

June 2008 – December 2014

* Prepares invoices and send out to subsidiary.
* Monitor and follow-up on receivables that have been outstanding for unusually long periods of time.
* Reconciles bank and investment accounts, and prepares related journal entries.
* Prepares payments and request reimbursement.
* Prepares financial statements related to accounts receivable and bills payable.
* Process accounts payable paperwork at completion of the check run.
* Releases checks to various supplier/vendor.
* Provides BIR2307 form for the amount withheld.
* Manage accounts receivables and payables.
* Monitors and prepares cashier’s daily transactions.
* Manage petty cash and replenish after the day of the transactions.
* Deposits checks/cash to the Bank.
* Prepares issuance of official receipt.
* Perform other accounting, financial, or administrative tasks as may be required from time to time by my Superior.

**ACCOUNTS RECEIVABLE SPECIALIST**

TAHANANG YAMAN HOMES CORP. (Real Estate Industry)

Mandaluyong City

March 2007 up to June 2008

* Monitors cashier’s daily collection.
* Reconciles bank and prepares related journal entries.
* Prepares financial statement.
* Monitors past due accounts.
* Monitors client’s ledger.
* Prepares creditable withholding tax for those accounts that are already loaned and released to the client and to be submitted to Bureau of Internal Revenue.

**ACCOUNTING ASSISTANT**

EARTH AND STYLE CORPORATION (Real Estate Industry)

Ortigas, Pasig City

June 2006 up to February 2007

* Deposits checks/cash to the Bank.
* Prepares monthly sales report.
* Prepares and update Buyer’s/ client’s ledger.
* Reconciles accounts, and prepares related journal entries.
* Performs other duties that may assign by my Superior.

**BOOKKEEPER**

CPA’ES & CO.

Baguio City, Philippines

July 2004 up to February 2006

* Manage payroll and related items.
* Reconciles bank accounts, and prepares related journal entries.
* Prepares Monthly sales report.
* Prepares Income Statement.
* Prepares Monthly creditable withholding tax, expanded and VAT to be submitted to Bureau of Internal Revenue.
* Performs other duties that may assign by my Superior.

**EDUCATION ATTAINMENT**

**Bachelor of Science in Commerce - Major in Financial and Managerial Accounting**

San Sebastian College Recoletos

Claro M. Recto Ave., Manila

1999-2004

**SEMINARS ATTENDED**

* Customer Service and Complaints Management June 13, 2008

ECCI Training Services

Intramuros, Manila

* Introducton to 5’s October 15, 2008

ECCI Training Services

Intramuros, Manila

* Employee Motivation and Empowerment October 22, 2008

ECCI Training Services

Intramuros, Manila

* Stress Management November 13, 2008

ECCI Training Services

Intramuros, Manila

* Building Confidence and Team Culture November 20, 2008

ECCI Training Services

Intramuros, Manila

I hereby certify to the authenticity and accuracy of the information stated to the best of my knowledge.