**DENNIS**

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**Accountant- Accounts Payable, Projects & Fixed Assets Accounting, Precious Metal Trading and Administrative Support Professional**

**Curriculum Vitae**

**PROFILE SUMMARY**

* **9+years** of combined work experience as a Corporate Finance Analyst and Trading Accounts & Admin Executive.
* Gained experience from a Multinational Oil and Gas Company in the Philippines for 7+years and Precious Metals Trading Company in UAE for 1+ year.
* Working Expertise in Accounts Payable, Fixed Assets Accounting & Precious Metals Trading.
* Hands on Experience in using SAP & Tally 9 ERP (Enterprise Resource Planning)
* Working experiences in various process improvements, documentations and initiatives.

**CAREER OBJECTIVE**

* Currently looking at building a long-term career in Financial Service Activities in a result-oriented company, wherein I can make meaningful contribution in realizing the organization’s goals through full-utilization of my skills and expertise. This way, my goal of having continuous professional growth and advancement is also achieved.

**KEY SKILLS**

* Accounts Payable (Invoice Processing and Payments)
* Projects and Fixed Assets Accounting
* Month End Close Activities, Accounts Reconciliation, Trace and Escalation
* MIS reporting, Contracts Hedging and Batch Margin Analysis (Sales & Purchase Analysis)
* Petty Cash Management
* Business Partner and Customer Engagement
* Performing Sarbanes Oxley (SOX) compliance Functions
* Developing Process Documentation and Process Improvement.
* Performing Administrative Functions and Time Management.

**IT SKILLS**

* SAP - Financial Accounting / Controlling (FI/CO), Asset Management (AM) Project Systems (PS) and Tally ERP 9.
* Hantec Markets Ltd Platform, SAP Business Intelligence, JP Morgan (JPM) Access and Envoy-Retail System.
* Microsoft Office Applications (i.e. Excel, Powerpoint, Outlook)

**HIGHLIGHTS OF CONTRIBUTIONS**

**For Precious Metals Trading Company:**

* **S**trengthened Petty Cash control by implementation of strict compliance in managing indirect expenses (i.e. staff meals, fuel expenses) of the company which prevented potential misuse of funds amounting to AED 1000 per month (approx.)

**For Fixed Assets:**

* Streamlined Asset under Construction (AUC) Trace & Escalation process which includes review of proper timing of inactivity trace
* Implemented Filing, Retention and Archiving of Fixed Assets Forms (e.g., project creation, asset capitalization/project closure, assets retirements, etc. for better audit trail and easy retrieval)
* Implemented paperless reconciliation and standardization of all Asia Pacific Month-End-Close (MEC) process across all desks.
* Conducted alignment of Useful Life on Corporate and Statutory Depreciation Areas for various Asia Pacific countries to ensure compliance with the audit requirements of each country.

**For Accounts Payable:**

* Automation of:
* Chevron Invoice Payments Status (CIPS) system for Asia Pacific Regions to centralize all vendor inquiries
* SAP documents clearance required before month-end.
* Reduction of Open items for Unmatched Invoices by 30% through clean up and Vendor Statement of Account reconciliation.
* Deployment of Envoy V5 system after performing functional testing during the User Acceptance test (UAT)
* Served as a critical processor handling payments processing during activation of the Business Continuity Plan (BCP) to ensure continuity of payments despite operational disruptions caused by accidents, natural calamities, or problems on IT systems and infrastructure.

**EDUCATION**

**Bachelor of Science in Accountancy**

College of St John – De La Salle Supervised, Philippines (April 2007)

* Consistent scholar - Bro. Arnold Reche Scholarship
* Awardee - Best Accounting Software Installation Project

**PROFESSIONAL EXPERIENCE**

**ALFA Gems DMCC**

**Jumeirah Lakes Towers, Dubai, UAE** June 29, 2015 to Present

**Accounts Executive**

* Provides daily MIS report (Company Cash on Hand, Receivables and Payables) to the Director and Accounting Manager.
* Manages Company Petty Cash Fund and strengthened controls by managing the indirect expenses of the company (i.e. Staff Meal, Parking, and Fuel Expenses), which resulted to approx. 1000 AED savings per month.
* Hedges an average of 3 Contracts (equivalent to 300 ounces) per day for every Gold Purchases resulting to a gain of around $500 per week.
* Posts financial entries in Tally for Cash tool that covers bank and main cash Account Receipts and Payments, Petty Cash expenses, Gold Purchases, and Cash Receipts and Payments for South Africa Office
* Provides weekly Batch Margin Analysis (Sales and Purchase Analysis) for every batch of gold delivered and sold.

**Administrative Support**

* Manages the Director’s Property Account by receiving/depositing cheques received from the tenant to the bank, organizing property transfer to the Buyer, and coordinating any repairs and maintenance raised by the tenants.
* Manages Fund Transfer and Manager’s Cheque requests as approved and signed by the Director.
* Performed filing and retention of office documents (Company and Personal Accounts)
* Performs PRO role by coordinating with the government institutions and agencies to facilitate visa requirements of all company employees.

**Chevron Holdings Inc.**

**Finance Shared Services Center**

**Makati, Philippines**

**Finance Analyst – Projects and Fixed Assets Accounting** August 1, 2013 - May 31, 2015

Financial Accounting & Reporting Team (Asia Pacific and North America Regions)

**Project Support and Maintenance**

* Handled an average of 100 project-creation requests monthly which include setting up of project master data in SAP, providing guidance in the set-up of projects, and monitoring of project status
* Monitored monthly project settlements and resolved any issues identified.

**Fixed Assets Accounting and Assets Ledgers Maintenance**

* Recorded asset depreciation on time which resulted to accurate financial report by reconciling Fixed Assets of the company through monthly monitoring the Assets Under Construction (AUC) using Trace and Escalation, and processing capitalization to fixed assets
* Processed an average of 30 Fixed Assets per month for sales, retirements, and intercompany and intra-company transfers
* Performed monthly closing activities for the Asset Management module, including depreciation accounting and reporting
* Conducted monthly Tax Credit Qualification review &Annual Fixed Asset Verification for Singapore Entity Fixed Assets
* Supported audit related activities by providing the required supporting documents, and explaining the process to the Auditors

**Finance Analyst and Accountant – Accounts Payable** July 2, 2007 to July 31, 2013

(Asia Pacific, UK and NZ Region)

**Payments**

* Processed daily payments of all invoices due and payment requests (i.e. 3rd party vendors, government agencies, employees, merchants, and internal customers captured in SAP, as well as manual payment requests through JPM Access.
* Coordinated with the Regional Treasury Center (RTC) in various countries around the world for daily funding requirements.
* Handled monthly booking of General Interbank Recurring Order (GIRO) direct debit payments, manual checks, and payments processed by the RTC in various countries around the world.
* Processed long outstanding unclaimed cheques , payment rejections, cancellations, and other payment instructions.
* Performed monthly Accounts Reconciliation &Duplicate Payment review
* Liaised with the vendors for any payment queries

**Invoice Processing-Retail Stations**

* Matched an average of 1,000 vendor invoices of Company-Owned Company-Operated (COCO) stations, per week, using the Direct Store Delivery (DSD) data entered in Envoy system
* Processed matched invoices using Envoy system for SAP upload
* Raised, to the Station Managers, all irregularities or compliance issues noted on the invoices to ensure integrity of data
* Posted accrual and reversal of unmatched DSDs, monthly to update Inventory, Accounts Payable& Value Added Tax balances
* Ensured integrity of financial records by providing Monthly Vendor Reconciliation and Aging Report to the Station Managers for purposes of tracing and escalation of Unmatched Invoices exceeding 30 days.

**Special Services**

* Performed Credit Card matching process on retail stations to prevent fraudulent transactions.

**DEVELOPMENTAL TRAININGS ATTENDED**

* Customer Service Workshop (2009)
* Advance Excel Functions and Macro Recorder (2009)
* ITC LS SAP Financial Processing Overview (2010)
* Business Information Warehouse Basic Navigation - BW100 (2011)
* Business Etiquette Workshop (2011)
* Interaction Skills for Success Workshop (2011)
* Sarbanes Oxley Overview (2010, 2011 & 2012)
* Accounts Reconciliation Training (2010, 2011 & 2012)
* Effective Presentation Skills (2012)
* Professional Business Writing (2012)

**EMPLOYEE NETWORK GROUP**

* Chevron MSSC Chorale