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| --- | --- |
| **MYLA**  [**MYLA.333597@2freemail.com**](mailto:MYLA.333597@2freemail.com) | **C:\Users\URSIE\Downloads\2014-05-09 23.31.50_resized.jpg** |

**Accounting graduate with relevant experience as accounting assistant in UAE in the Oilfield services; budget officer and cashier to a Foreign Exchange and Money/ Cash Services in Philippines.**

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| --- | --- |
| Knowledge in Accounting and Finance  • Experienced in JD Edwards Accounting software  • Experienced in Oracle Reporting tool  • Experienced in Orbits Payroll System  • Exposure to Various Industries-Oil and Gas, Foreign  Exchange and Money Services | • Able to maintain confidentiality of documents.  • Proven ability to perform advanced accounting  and mathematical calculations.  • Outstanding work ethics with excellent  organizational skills.  • Good attention to detail. |

**PROFESSIONAL EXPERIENCE**

**From 22 June 2015 to 22 June 2016**

***C & J ENERGY SERVICES* (Oil & Gas), Dubai, UAE**

***Accounting Assistant***

* Process and reconcile a wide variety of accounting documents such as employee reimbursements, cash receipts, petty cash, credit card reconciliation, Saudi Arabia payroll and Invoices; review and code financial information; compile and review information for accuracy; and maintain records. Work is performed by applying knowledge of accounting terminology and using spreadsheets and/or automated accounting systems. Processing, submission and collection of documents to Ministry of Foreign Affairs and JAFZA
  + **Periodic payroll cycle for Saudi Arabia**
    - Review timesheets submitted from field operations, and validate computations for overtime, bonus, and other allowances as per employment contact.
    - Respond to employee queries in email with supporting computations and documents as may be required - excel computations, payslips, time sheets.
    - Other administrative functions related to payroll as may be required.
  + **Posts Invoices data to appropriate accounts in an automated accounting system for three companies.**
  + **Reviews on-line transactions for changes, and ensure accurate corrections.**
  + **Maintain and safekeeping of reports, files and, employee records.** 
    - Ensures timely retrieval for reference as maybe required by employees
    - Ensure documents in proper order for audit and management reference.
  + **Ensure documents are in filed and in proper order for audit and management reference.**
  + **Operates standard office equipment and performs related work as assigned.**

**From 27 June 2012 to 17 June 2014**

***WEATHERFORD OIL TOOLS MIDDLE* *EAST* (Oil & Gas), Dubai, UAE**

***Accounting Assistant***

* Process and reconcile a wide variety of accounting documents such as employee reimbursements, cash receipts, and journal vouchers; review and code financial information; prepare and process documents to disburse funds, make deposits and prepare reports; compile and review information for accuracy; and maintain records. Work is performed by applying knowledge of accounting terminology and using spreadsheets and/or automated accounting systems.
  + **Periodic payroll cycle / Global Personnel Authorization (GPA) updates and payment processing**
    - Review timesheets submitted from field operations, and validate computations for overtime, bonus, and other allowances as per employment contact. Upload into payroll system, and update Orbits on variable adjustments as needed (deductions, under/over payments, unclaimed bonus, etc.).
    - Updates Global Personnel Authorization (GPA) in payroll system.
    - Generate variation report for review purpose prior to final payroll upload. Investigate and resolve variances identified based on current vs. prior months payroll run.
    - Prepares other employee benefits related to payroll - salary advance, annual travel ticket, and claims as per employee contract.
    - Process wire transfers for payroll payments – including amendment and other correspondence to bank as necessary.
    - Updates bank master file on employees’ data - Account beneficiary name, account numbers (IBAN #), swift codes, and others important details
    - Process employees’ housing loan advances, unclaimed salaries and other benefits not paid within the payroll cycle - job bonus, meal allowance, others.
    - Respond to employee queries in email with supporting computations and documents as may be required - excel computations, payslips, timesheets, etc. (average. 60 to 100 queries/day).
    - Prepares final settlement (FFS) for resigned/terminated employees with complete HR clearances and documents.
    - Other administrative functions related to payroll as may be required.
  + **Responsible for preparing month-end journal entries and periodic reports**
    - Journal entries for periodic payroll payment
    - Journal entries for employee deductions covering all pay cycles
    - GPA accruals for Newly Hired employees
    - Manual payment entries (S2B – from company server to bank)
    - Miscellaneous journal entries and reclassifications as needed
    - Head Count Report
  + **Posts financial data to appropriate accounts in an automated accounting system according to instructions.**
  + **Reviews on-line transactions for changes, and ensure accurate corrections.**
  + **Maintain and safekeeping of reports, files and, employee records.** 
    - Ensures timely retrieval for reference as maybe required by employees
    - Ensure documents in proper order for audit and management reference.
  + **Ensure documents are in filed and in proper order for audit and management reference.**
  + **Operates standard office equipment and performs related work as assigned.**

**From January 1992 to June 16, 2012**

**M. Lhuillier Financial Services Inc.** (Foreign and local currency trading company – with nationwide branches)

**Philippines**

***Budgeting Officer/Cashier***

* Monitors and prepare daily budgeted cash outflow for 13 local branches, taking approval from head office of and facilitates distribution once approval is received.
* Maintains books of records, ledgers on all foreign and local currency transactions and prepares daily reconciliation and consolidation for 13 local branches.
* Assists in the absence of any tellers in processing the incoming and outgoing remittances for all currencies.
* Ensures that proper documents are presented on cash claims.
* Checking of cash balances in the cash box presented by tellers before safekeeping in vaults.
* Handles the petty cash book and ensure that reconciliations are completed on a daily basis.
* Handles payments for invoices, expense claims and other payments.
* Ensure that government permits, licenses and tax returns are processed on time and recorded in books (business permits, Trade and Industries license, Income tax returns, others).
* Performs a monthly inventory of the pawned Jewelries in the vault and prepares report.

**From November 1990 to December 1991**

**AMWAY INTERNATIONAL/APO VIEW HOTEL**

**Philippines**

***Accounts Assistant cum Executive Assistant***

* Maintain company books including General Journal, A/P (Accounts Payable), A/R (Accounts Receivable), bank statements reconciliation and other reports as required.
* Maintaining subsidiary ledgers for Accounts Payable and Accounts Receivable and record of accountabilities for each client, claims of payments and establishes priorities and ensures deadlines are met.
* Responsible for billings and collections, handling of petty cash disbursement and Inventory of Stocks
* Assist on secretarial and administrative tasks (executive calendar/diary management, organize correspondence like facsimile, emails, couriers.
* Maintains a confidential company and employee files.
* Maintains all necessary documents in electronic and printed copies and ensure all filing is done in a timely and accurate manner. Keeps confidentiality of records.

#### EDUCATIONAL QUALIFICATIONS

**October 1991** – College Graduate - Bachelor of Science in Commerce major in Accountancy University of Mindanao, Davao City, Philippines

**PERSONAL**

Gender : Female

Civil Status : Single

**References available upon request.**