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| **IRENE – CV No 334405**  To interview this candidate, please send your company name, vacancy title and salary offered details with this CV Reference No 2006430 to [cvcontacts@gulfjobseekers.com](mailto:cvcontacts@gulfjobseekers.com)  We will contact the candidate first to ensure their availablity for your job and send you the quotation for our consulting fees, which is in the range of AED 50 to 500 max. |

** I R E N E**

**Senior Accountant / Accountant**

**CAREER OBJECTIVE**

To obtain a significant and challenging position as a Senior Accountant/ Accountant wherein I will further learn and excel in accounting processes. A job in an organization that provides me a scope for growth in the accounting vertical; where the blend of my 7 years working experience and enhanced educational skills can help in achieving the goals of the company. I would like to exploit my potential and sense of obligation for the benefit of the organization.

**EDUCATIONAL DETAILS**

* Graduated ***Valedictorian ( First Honors )*** in Elementary at Inabanga Central Elementary School, Inabanga, Bohol, Philippines, year 1998
* Graduated ***Valedictorian ( First Honors )*** in High School at Saint Paul’s Academy, Inabanga, Bohol, Philippines, year 2002
* A consistent ***Dean’s List ( Honor List )***  from 1st year thru 4th year
* Graduated ***Cum Laude*** with a degree of **Bachelor of Science in Accountancy** at the University of San Jose- Recoletos, Magallanes St., Cebu City, Philippines, year 2007

**WORK EXPERIENCES**

**June 2013- Dec 2016- Worked as Senior Accountant**

* Posted, reviewed and adjusted accounting entries
* Performed bank, intercompany and other account reconciliations
* Prepared and processed monthly payroll thru WPS, bank transfers & payments to suppliers/ vendors whether thru checks, online or cash
* Calculated leave and final pay calculation, and processed such payments subsequently
* Monitored cash flows, payables and receivables
* Prepared and coordinated in sending invoices to clients
* Updated fixed assets depreciation
* Coordinated with bank- related matters like application for debit cards for employees, card statement queries, payment orders, application for bonds, letter of credit, trust receipts, promissory notes, and other Trade Finance matters
* Prepared cheques and receipts
* Calculated project costs and the related profit
* Handled petty cash
* Prepared financial statements, schedules and other financial reports useful for the management and coordinated with auditors during the yearly audit.

**September 2009- February 2013- Worked as Accountant at Sykes Asia, Incorporated (Cebu City, Philippines)**

* Posted accounting entries
* Performed bank reconciliation and general ledger duties
* Monitored accounts receivable and accounts payable functions
* Assisted in preparing month-end closing reports
* Checked and assessed all accounting records for accuracy
* Assisted in the preparation of financial statements
* Implemented best practices, standards and procedures in all accounting functions and activities
* Initiated and implemented best practices of internal audit procedures

**Dec 2006- August 2009- Worked as Sales and Service Representative at Convergys Philippines Services Corporation (Cebu City, Philippines)**

* Managed high volume of phone calls and provided response to all maintaining high quality of services and performance standards.
* Facilitated sales of all services according to company and client requirement.
* Coordinated with customers and avoided any discontinuation from his or her end.
* Assisted customers with all knowledge on products and services and performed basic troubleshooting to fix minor device or product issues.
* Handled billing and collection.
* Administered all customer complaints and ensure timely resolution within required guidelines.
* Established rapport to promote client’s products and services
* Ensured optimal level of customer satisfaction at all times.

**SUMMARY OF QUALIFICATIONS**

* Effective and strong problem- solving and analytical skills
* Above average scholastic records
* Exceptionally fast, efficient and organized
* Excellent English communication skills; both oral and written
* Ability to work efficiently and effectively from the bottom ranks up to top management and has a strong ability to work under pressure in a fast- paced environment
* Hardworking, very flexible; can render overtime work if necessary
* Ability to meet the deadlines
* Able to multi- task, works well with teams, open to feedback and criticisms, with the ability to adapt to various cultures and industries
* Excellent in computer operations- Windows-based applications ( Word, Excel and Power Point )
* Knowledgeable in Oracle, Peachtree, Quickbooks & PIMS Accounting Software

**PERSONAL DETAILS**

* Currently holding Visit Visa
* Birthdate - March 3, 1986
* Age - 30 years old
* Status - Single
* Nationality - Filipino

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