

# Antonio

# Antonio.335904@2freemail.com

**Senior Accountant**

## Summary of Qualifications

**Professional experience** includes the following areas

* 15+ Years’ experience as Accountant in the Senior level of multi-national companies serving national and international markets
* Hands-on experience with firm of Certified Public Accountants and Auditors
* Hardworking, reliable, easy-to-get along with colleagues, can work under less supervision.
* MIS reporting in group level and stand alone FS reporting based on IFRS

## Career Objective

Aiming a senior management position in Finance/Accounting, where more than 15 years of my management experience will provide leadership and day-to-day management of the finance and administration functions, ensuring that these functions meet full legal requirements in each of the offices of the organization and strive for bottom-line results. Will be comfortable operating at an executive level and demonstrating ability to interact and build strong working relationships with other departments and with people at various levels of the organization.

**Notice Period:** 30 days

**EDUCATION**

## Bachelor in Accountancy

Polytechnic University of the Philippines
**Location:** Manila Philippines
**Completion Date:** April 10, 1987

Graduated Cum Laude.

Marital Status: Married

Number of Dependents: 3

**EXPERIENCE**

## Senior Accountant

KITO Enterprises General Trading LLC
**Location**: United Arab Emirates
A leading regional marine services company that provides Marine and ship management services, with a focus on offshore installation projects and operations
**Job Role**: Accounting/Banking/Finance
February 2007 – May 2016

* Responsible for maintaining, analysis of GL
* Responsible for all company invoices and other bank-chargeable expenses to sub-contractors/ vendors.
* Ensure all chargeable expenses of Project and Vessels are invoiced
* Monitor all on-going company’s Project costs & billings
* Maintain and update summary list of IOEC, Projects and Sub-contractors invoices
* Analyze and verify Project related expenses and IOEC Vessel expenses with General Ledger and pass necessary adjustments as required.
* Responsible for the analysis of the Sales as against Job Billing in Progress.

## Senior Accountant

SAP Arabia

**Location:** Jeddah, Saudi Arabia
IT Company engaged in the selling of SAP System in the Middle East and African Countries
**Job Role:** Accounting/Banking/Finance
October 2005 - July 2006

* Assisted Financial Manager in preparation of financial statements
* Reviewed work of staff accountant and approve journal transactions for data entry
* Assisted in the annual budget in preparation and maintenance of budgets and projections using both Excel and SAP System
* Prepared monthly budget to actual reports and distribute to managers
* Responsible for the calculation of sales commission using KPI.

## Payable Accountant

Likpin LLC

**Location:** Dubai, UAE
A Dubai registered company engaged in offshore pipe lay and marine construction, hydrographic survey services, ROV (remotely operated vehicle) services, vessel and project management for the offshore oil and gas industry in the ME Gulf and India
**Job Role:** Accounting/Banking/Finance
November 2004 - September 2005

* Handled the Accounts Payables Section, L/C, and liaising with the bank
* Administered multi-user Tally Accounting System
* Trained new employees to administer the accounts payable and order entry functions
* Audited documents to include expense reports, invoices, and check requests for payment
* Generated disbursement instructions for accounts
* Assigned and maintained vendor identification files through an on-line computer system
* Assisted in the preparation of financial reporting and coordinated annual audit with external auditors

## Senior Accountant

SAP Arabia

**Location:** Jeddah, KSA
IT Company engaged in the selling of SAP System in the Middle East and African Countries
**Job Role:** Accounting/Banking/Finance
January 1998 - October 2004

**Senior Accountant (Apr, 2003 to Oct, 2004)**

* Audit & checking of all daily transactions of Accountants before posting
* Check posting of all accounting documents, as to accounts, period, cost centers
* Audit & checking of all reports prepared by the accountants
* Weekly department meeting with subordinates
* Assist in the preparation of annual budget Revenue & Cost of Sales
* Provided customer service, researched accounts and informed clients of their monthly rate and payment
* Interviewed, hire, train and supervise Accounts staff of 5
* Traveled throughout the country and the UAE for audit and supervising branch staff
* Controlled budget, cash flow, and capital expenditure
* Established and maintained close relationships with bank executives, auditors, and staff ensuring compliance with all regulatory bodies
* Developed and implemented corporate and project-oriented financial strategies
* Provided financial overview and leadership for all major operating considerations and activities, including development of business and profit plans
* Controlled line management for all accounting, production costing, EDP, and financial functions

**Accountant (Jan, 1998 to Mar, 2003)**

* Maintained AED100000 Petty cash fund
* Controlled Fixed Assets
* Developed and maintained information on vendor
* Assisted in establishing and validating travel reimbursement programs
* Documented "proofed" checks and moneys for deposit and coordinated with other departments to resolve problems with checks that failed to clear
* Performed all accounting functions to include journal entries, accounts payables, receivables, petty cash, deposits, bank reconciliations and trial balance
* Calculated payroll deductions and processed payroll
* Effective in phone collection of overdue accounts, generating invoices and statements
* Handled the Accounts Payables Section, and liaising with the bank
* Monitored cash and accounts receivables

## Project Accountant

Zamil O&M Co.Ltd.

**Location**: Alkhobar, KSA

A Company engaged in Operations and Maintenance of Airports, Hospitals, Stevedoring, Royal Commission housings, also engaged in shipping inter-island thru its Marine Division
**Job Role**: Accounting/Banking/Finance
Dec 1988 to Dec 1997

* Responsible for Payroll, Inventory of 7,000 line items, control of Fixed Assets of the Airport Site
* Responsible for controlling, preparation, reporting of Airport Project Budget, Expenses & Cash Flow
* Performed all bookkeeping, banking, sales, payroll and bank reconciliations.

**SKILLS**

SAP System (ERP)

MS Excel, MS Word

Tally Accounting Package

Focus Accounting Package

**Memberships**

PhilippineGov’t Service Professionals

**Membership/Role:** Member
**Member since:** May 1987

## Training and Certifications

**ISO 9001 (Training)**

**Training Institute:** LLOYDS REGISTER **Date Attended:** April 2008

## Personal Information

Birth Date: 3 January 1963

Gender: **Male**

Nationality: Filipino

Residence Country: Sharjah, United Arab Emirates

Visa Status: Residency Visa (Transferable)