**Abegail**

[**Abegail.337471@2freemail.com**](mailto:Abegail.337471@2freemail.com)

**ACCOUNTS ADMINISTRATIVE PROFESSIONAL**

*“Pursuing a career to grow with the organization by utilizing experience, knowledge, and skills”*

**CAREER PROFILE**

* 16 years exposure of handling accounting functions, customer service, purchasing role and other administrative works.
* Detail-oriented, efficient and organized professional with extensive experience in accounting systems (NetSuite/SAPB1).
* Possess strong analytical and problem solving skills, with the ability to make well thought out decisions.
* Excellent communication and interpersonal skills.
* Highly trustworthy, discreet, and ethical.
* Resourceful in the completion of assigned task/project, effective at multi-tasking.

**AREAS OF STRENGTH AND EXPERTISE**

|  |  |  |
| --- | --- | --- |
| * Accounts/Bookkeeping * Budget Forecasting Expertise * Financial Statement Analysis * Excellent written and verbal communication skills. | * Proficient in NetSuite and SAPB1 * Accounts Reconciliation Expert * Outstanding Customer Service | * Purchasing & Strategic Sourcing * MS Office Proficiency * Supervising Operations & Project Management |

**PROFESSIONAL EXPERIENCE**

**Phil. Golden Kaizen Holdings Corporation**

Cebu City, PhilippinesJune 2011 to December 2016

***Accounting Supervisor***

***Duties and Responsibilities:***

* Supervise and handle every aspect of the company’s accounting function.
* Provide accurate and timely financial reports to the management.
* Oversee the budget, accounts receivable, and accounts payable record.
* Ensure compliance with the required internal controls.
* Responsible of NetSuite accounting system data admin/functional support, and SAPB1 Data admin role.
* Recommend improvement of data flow and accounting system process.
* Train and supervise other accounting staff.
* Contribute in creating solutions and sound decisions based on thorough analysis.

**Savoy Group - Dubai** November 2008 to May 2011

Bur Dubai, Dubai, United Arab Emirates

***Accounts Assistant/Executive***

***Duties and Responsibilities:***

* Assist the Chief Accountant operations in managing the accounting activities to ensure an accurate recording and reporting of financial data of the company.
* Manage and control the petty cash fund.
* Monitor the receivable accounts, and make follow up for payments.
* Ensure all payments amount and records are accurate.
* Working with purchase, sales, and journal ledgers.
* Reconcile accounts and resolves any variances.
* Record and process billing from suppliers (Accounts payable).
* Participate in staff payroll preparation and release.
* Perform other required tasks that may be assigned from time to time.

**Wellmade Manufacturing Corporation**

Tacloban City, PhilippinesJanuary 2001 to October 2008

***Accounting Staff cum Admin Assistant***

***Duties and Responsibilities:***

* Provide accounting and admin support to the Accounts department, at branch level.
* Maintain accounting documents and records. Entry of invoice transactions in the system.
* Responsible of handling queries/concerns from customers.
* Assist in daily office needs and manage the company’s general administrative activities.
* Organize and schedule appointments. Provide general support to clients/visitors.
* Act as Purchasing coordinator. Create, process, and tracks purchase orders of non-trade items.
* Maintain record of orders and item inventory and make follow up with vendors on delivery.
* Perform other admin function related duties as required.

**EDUCATION AND TRAININGS**

**Bachelor's Degree in Accountancy** – Graduated March 1999

*University Of The Visayas, Cebu City, Philippines*

**Key Trainings to Credit:**

* 2015 – 2016 : NetSuite Accounting System (Training & Implementation)
* 2014: Accounting Supervisory Training
* 2013: Leadership Training
* 2012: Customer Service & Public Speaking Training
* 2011: ERP Accounting System
* 2010: Bookkeeper’s Training

**PERSONAL INFORMATION**

Age : 37

Date of Birth : June 15, 1979

Gender : Female

Civil Status : Single

Nationality : Filipino

Visa Status : Tourist Visa

Languages : English (Fluent) ; Tagalog (Mother-Tongue)

I hereby declare that all information stated above is correct to the best of my knowledge.