**BABY**

[**BABY.337533@2freemail.com**](mailto:BABY.337533@2freemail.com)

**HIGLIGHTS OF QUALIFICATIONS**

* **Bachelor of Science in Accountancy Graduate**, Bataan Peninsula State University, Philippines
* Highly competent, self-motivated and hardworking with the ability to rapidly learn and apply new skills.
* Equally effective working independently collaboratively in a team effort.
* Computer literate. Able to easily learn and use diverse application.
* Can work under pressure with minimal supervision.
* Willing to handle several tasks.
* Possesses a can-do attitude, organized and enthusiastic; able to handle pressure and follow through to achieve project goals
* Knowledge of using **Accounting Software**.

**PROFESSIONAL EXPERIENCES:**

**Itzza Pizza - Dubai, UAE**

The company is the preferred casual dining neighbourhood restaurant. Offering Brick Oven Wood Fired pizza, for delivery, take away and dine-in, in a warm and friendly atmosphere. The mission at itzza pizza is to serve high quality fresh products in a fast food environment and standardize this quality in every operated outlet.

**September 2015 – Present**

Senior Accountant

**Duties and Responsibilities:**

* Handling cash flows.
* Preparing month end reports.
* Attending to all suppliers as to payment and other concerns.
* Doing payroll and all related procedures while processing in money exchange.
* Monitoring bank transactions and handling all bank related concerns.
* Handling and controlling all important documents of the company.

**April 2012 – August 2015**

Junior Accountant

**Duties and Responsibilities:**

* Handling and recording daily sales forwarded by outlets both in excel and system.
* Making weekly sales report required by the Finance Manager (Comparative Daily Sales Report on monthly and yearly basis) that is relevant for decision making.
* Summarizing monthly sales and bank deposits.
* Handling card sales transactions.
* Handling and managing accounts payable.
* Encoding all purchase invoices in the system.
* Reconciling invoice list and those invoices entered in the system and making any adjustment if necessary.
* Doing aging report on a monthly basis.
* Reconciling the records and the Statement of Account (SOA) forwarded by the suppliers.
* Preparing and recalculating the invoices that have been approved for payment.
* Preparing cheque and encoding those signed and approved payments in the system.
* Handling office and outlets petty cash fund, replenishing and making request for cheque.
* Visiting the outlets for month end inventory of stock.
* Month end inventory, transfers in and out of items costing on a monthly basis.
* Helping the Senior Accountant in encoding journal entries in the system.
* All other tasks ask by the Senior Accountant.

**North Harbor Tugs Corporation - Manila, Philippines**

The company was formed initially with the main objective of providing tug assistance services to domestic shipping lines. Major customers are ATS SuperFerry, Sulpicio Lines and Negros Navigation.

**Position : Accounting Staff**

**Date : November 15, 2010 – November 15, 2011**

**Duties and Responsibilities:**

* Assists in preparing client invoices, proposals, marketing/media/public relations planning.
* Regularly checks for and responds promptly to all client communications, including calls, faxes and e-mails.
* Ensures prompt collection of accounts receivable.
* Conducts regular sale calls with clients to maintain good relationship and build rapport with them.
* Prepares cheques for payment in the procurement of goods and payment for monthly expenses of the company.
* Takes control of the petty cash fund of the office.
* Takes monthly inventory of goods and supplies of the company.
* Records the monthly operating expenses of the company at the book ledger.
* Coordinates with the shipyard company in terms of their rate, payment and availability of their services.
* Coordinates with the supplier, such as canvassing the least expensive yet can provide good quality products.
* Coordinates with the tug-master and chief engineer regarding to pre- and post- inventory of the company in their respective jurisdiction in the tug in dry-docking procedure.

**North Harbor Tugs Corporation - Manila, Philippines (On the Job Training)**

**Position : Accounting Department Staff**

**Date : April 13, 2009 – May 15, 2009**

**Duties and Responsibilities:**

* Assisting the account payable staff in preparing payroll.
* Receiving calls, faxes and even radio calls.
* Assisting the account payable staff in recording expenses.
* Performs duties that may be assigned by superior.

**RECOGNITION:**

**One the “Employees of the Year 2014”**

***PERSONAL DATA***

Date of Birth : November 11, 1988

Gender : Female

Citizenship : Filipino

Civil Status : Single

Visa Status : Employment