Cover Letter



Dear Sir/Madam,

I would like to take this opportunity to introduce myself and express my

interest in being a part of your esteemed organization.

Being dedicated, self motivated with a desire to work hard, I look forward to

work in an organization that will give me a potential for further advancement

and a potential growth.

My aim would be to create a strong foundation for myself, so that I could

move forward and reach the heights of success both professionally and

personally.

Please find attached herewith, a brief outline of my education and

professional history for your review. I would be more than willing to meet

you to discuss this in detail.

Awaiting a favorable response.

Thanking You,

With kind regards,

 **Grace**

**Grace.337710@2freemail.com**

# PROFILE SUMMARY

**I desire to apply for a senior level position wherein my knowledge of administration, accounting and finance will be employed. I look to grow in a robust environment to further my career that will provide benefits and compensation proportionate to my abilities. Including 12 years as Finance Professional, possesses an excellent track record in Sales & Operations, Business Development, Purchasing and Office Administration.**

**Strengths:**

* **Proven successful work performance in finance**
* **Excellent time management, analytical skills, interpersonal skills, relationship-building & maintenance**
* **Resourceful, effective leader, organized & results-driven**

# Duties & Responsibilities as Finance Manager

* Organized and implementation of accounting operations and objectives; coordinates and integrates all activities toward achievement of established goals and objectives
* Supervised, trained and evaluates entry level accounting and support staff
* Ensures all functions and programs under charge are performed within established budgetary parameters, include performing cost control activities, monitoring revenues and expenditures, and ensuring sound fiscal control
* Performed highly complex accounting work according to generally accepted accounting principles, established procedures, departmental guidelines, and regulatory requirements applicable to the work
* Prepared critical fiscal documentation regarding accounting activities, e.g., weekly, monthly and annual reports, draft and revised codes and ordinances
* Generated various complex system reports or audits calculations and ensures accuracy, e.g., billing, WPS SYSTEM - payroll processing, and accounts payable
* Managed, coordinated, and implemented the year end closing processes and procedures for the assigned accounting records; conducts year-end closing process; provides information to financial auditors; conducts standard internal audits of various accounting records
* Prepared budget forms for distribution at the beginning of the budget process; prepares fund summaries
* Evaluated receipts, expenditure forms, purchase orders, distributions, and disbursement orders for the purpose of ensuring compliance with established regulatory standards
* Performed verification and reconciliation tasks for invoices/receipts/balances according to department checks and balances procedures
* Provided tech’l. accounting support and interpretation to mgmt. and employees
* Audit and confirm daily activities/report regards with financial status of all branches.

# Duties & Responsibilities as Admin. Manager

* Prepared a variety of studies, reports and related info. for decision-making purposes
* Attended and represented department at various executive meetings for the dissemination of information
* Coordinated activities with other departments and work groups as needed
* Prepared audit schedules for external auditors and as a liaison between the Company and auditors related accounts and H. R and Admin Department records.
* Done Negotiations of corporate level accounts, major suppliers and customers of the company, dealing with taxes and Insurance of the entire group.

## Al Boom Management – Group of Companies, Dubai-UAE - Oct 2005 – Jul 2008 Position: Senior Accountant and Assistant to the Managing Director

* Analyzed and reconciled expenditure and revenue accounts, including trustee accounts and investment reports.
* Made wire transfers and journal funding transfers and reconciles monthly bank statements.
* Prepared and made reimbursement billings and tracks receivables; reconcile’s monthly accounts receivable.
* Prepared monthly and annual financial statements for the Company.
* Assists with the preparation of the annual and mid-year budgets.
* Assists with the fiscal year-end and fixed asset accounting.
* Performed other duties of a similar nature or level.
* Prepared budget and forecasting.

## Global Care Management Investment Group, Davao Phil. - Jan 2003 – Feb 2005 Position: Financial Analyst and Officer In- Charge

* Handled meetings and interviews for clients and applicants for opening accounts.
* Prepared all documentary reports to the Director such as client’s information/applications relating financial status.
* Controlled cash flows related daily act ivies.
* Monitored and settling client’s accounts.
* Monitored financial and other accounts.
* Prepared analytical study for future projects and annual budgetary accounts.

 **EDUCATION**

### Bachelor of Science in Accountancy, 1998-2002

University of Mindanao Tagum College, Philippines

With Honors / Academic Award

Member of Junior Philippines Institutes of Accountants

 **TRAININGS**

**Junior Philippine Institute of Accountant:**

Pre- Mock Board Passer

Accounting Analysis and Financial Flows

Auditing and Budget Analysis

Cost and management Accounting

**IFRS advance certification**

  **SKILLS**

 Accounting / Auditing / Office management /Administration

ERP- ORACLE Accounting Software, Customize Accounting programs

Computer Literate (Microsoft Excel/ Word ,MS PowerPoint)

Machine Operated – Computer networks, on training SAP system

#### PERSONAL INFORMATION

 **Nationality :** Filipino ; **Birthday :**April 16, 1978 **Languages**; English & Basic Arabic

 Holder U.A.E Driving License and International

REFERENCES

 Referees available on request