Ezra

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***Career and Skills Summary***

* Strongly committed with more than 8 years experience in the field of accounts, finance and administration.
* Expertise in spearheading corporate and financial planning initiatives in Commercial Operation, Accounts & Finance.
* Expertise in designing and implementing systems to achieve financial discipline and improve the overall efficiency of the organization.
* Strong analytical skills.
* Well versed with SAP, WMJ, ERP, Quickbooks and Tally

# Duties & Responsibilities

# Employers

**Finance and Admin Manager**

**Spark44 Middle East DMCC (Jaguar Land Rover)**

October 2015 to Present

* Spark44 is a separate business with a specialism in automotive and luxury goods. Spark44 Dubai is solely responsible for creating demand for Jaguar and Land Rover in the Middle East and North Africa.

**Duties & Responsibilities:**

* To ensure that all financial management including statutory compliance systems are in place and adhered to
* To ensure that the appropriate financial infrastructure is in place to support the provision of a company services to its staff, business partners including strategic financial planning
* Ensuring effective management of Spark44 cashflow including cashflow budgeting and forecasting
* Maintaining an efficient, timely and compliant payroll function
* Working with the Management Team to maintain the company’s and individual campaign budgets
* Managing staff visa, insurance and company leasing arrangements
* Strategic financial planning of the organisation in conjunction with the CFO,COO and Managing Director
* Working with the Management Team to develop and implement budgetary system improvements
* Coordinated all aspects of budget and finance programs related to sales, marketing, and market development initiatives.
* Reported directly to Chief Financial Officer (CFO) and indirectly to Chief Operating Officer (COO).
* Managed cash, receivables, payroll, financials, and budgets at corporate and departmental level
* Advised management regarding accounting processes, findings, and financial performance.
* Evaluated policies, procedures, and division operations to ensure compliance with international laws and regulatory standards.
* Established and managed operations, recruitment, identification, and vendor selection of software for accounting and payroll
* Evaluated processes and implemented changes improving production and effectiveness as well as fiscal accounting procedures.
* Determining financial objectives. Designing & implementing systems, policies & procedures to facilitate internal financial control.
* Preparing Annual Budget and forecasting trends.
* Developing reports for top management summarizing the business financial position in areas of income, expenses, capital usage and cash flows, and coordinate the preparation of strategic plans, budgets and financial forecast.
* Developing and updating accounting, finance and management policies and procedures.
* Effective Cash Flow Management.
* Monitoring budgets and comparing them with actual cost and revenues related to production, marketing and capital.
* Coordinating the preparation, maintenance and filing of projected P&L Account, and Balance Sheet as required by bank authorities and other financial institutions.
* Coordinate the preparation of Financial Statements, Financial Reports for internal usage.
* Getting control accounts reconciled and sorting out the discrepancies.
* Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.
* Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.
* Evaluates and verifies employee performance through the review of completed work assignments and work techniques.
* Identifies staff development and training needs and ensures that training is obtained. Ensures proper labor relations and conditions of employment are maintained.
* Maintains records, prepares reports, and composes correspondence relative to the work.
* Knowledge of the principles and techniques of administrative management including organization, planning, staffing, training, budgeting, and reporting.
* Executes plans, policies, and programs in business and financial affairs, property and equipment.
* Develops budget recommendations for operating expenditures and/or capital outlay, personal services, equipment and materials, and maintains revenue as high as possible.
* Consults with MD and/or COO on program plans in relation to fiscal capacity.
* Supervises such management planning activities as job analysis, organization studies, workflow, and simplification of systems and procedures.
* Formulate current and long-range programs, plans, and policies for departmental programs.

**Finance and Office Manager**

**Resala Advertising & Publicity LLC**

March 2012 – October 2015

**Duties & Responsibilities:**

**Accounting Functions:**

* Prepares balance sheets, accounts payable, accounts receivable, purchased invoice & general ledger
* Monitoring of pending payments and clients projects status.
* Prepares monthly salary wages
* Protection salary transfer payroll and preparing for gratuity and leave provision of the resigned/terminated employees.
* Follow-up customer’s overdue unpaid account balances.
* Handling Company Petty Cash. Establish tables of accounts, and assign entries to proper accounts.
* Assisted in monthly preparation of bank reconciliation and aging of receivables.
* Monitor and record long distance phone calls & prepare timesheet

**HR Functions:**

* Face to face meetings
* Generating business on daily basis
* Receiving job requirements from the hiring managers
* Locating qualified candidates for open positions
* Sourcing, Screening resumes, short-listing, interviews
* Forwarding formatted resumes to the hiring managers
* Arranging personal interviews
* Negotiate contract terms between candidates & hiring managers
* Candidate advice and counselling
* Collecting the feedback on the candidate’s performance to ensure if the placement was successful

**Administrative functions:**

* Personal Assistant to Head – hr& Operations
* Proficient with Microsoft applications- Word, Excel, PowerPoint ,Email&internet
* Drafting letters & Emails to clients, candidates & other authorities
* Answering the phone calls diligently
* Office administration
* Trained new employees.
* Managed & trained office personnel.
* Maintained files & records
* Monitor Team coordination & work accomplishment
* Maintained client & candidate databases
* Work well as team player or independent
* Preparing company’s client success report at every end of the week and report to the Head to ensure if the growth of the company is accomplishing the mission
* Processing of employees visa, health insurance, company licenses, & payments.

**Accountant**

**Pioneer Int’l. Group of Company**

March 2011 – March 2012

 **Duties & Responsibilities:**

* Prepares financial statements, balance sheets, accounts payable, accounts receivable, fixed assets report, purchased invoice & general ledger
* Monitoring of pending payments and clients projects status.
* Handling three companies in Pioneer Group.
* Prepares monthly salary wages protection salary transfer payroll for three companies and preparing for gratuity and leave provision of the resigned/terminated employees.
* Involved in monthly clearing and adjustments involving recording of credit collections. Follow-up customer’s overdue unpaid account balances.
* Assisted in monthly preparation of bank reconciliation and aging of receivables.
* Establish tables of accounts, and assign entries to proper accounts.
* Develop, implement, modify, and document recordkeeping and accounting systems, making use of current computer technology.

**Accountant**

**Metallic Equipment Co. LLC**

May 2010 – March 2011

 **Duties & Responsibilities:**

* Handling Company Petty Cash. Involved in monthly clearing and adjustments involving recording of credit collections.
* Establish tables of accounts, and assign entries to proper accounts.
* Prepares financial statements, balance sheets, accounts payable, accounts receivable, fixed assets report, purchased invoice & general ledger.
* Monitoring of pending payments and clients projects status.
* Prepare forms and manuals for accounting and bookkeeping personnel, and direct their work activities.

**Internal Auditor**

**Puregold Price Club, Inc.**

August 2006 –April 2010

**Duties & Responsibilities:**

* Evaluate compliance with policies, procedures, methods and standards
* Review Compliance Reports of Internal Control Procedures pertaining to Financial, Inventories & Store Operation and evaluate risk rating prior to submission to Top Management.
* Reporting to the Audit Management about the latest programs, policies and activities of the Department. Prepare Monthly Checklists Reports.
* Conduct Monthly Cash count ensure that all funds are intact
* Performs regular audited payroll and last pay and issued Performance Appraisal Development Review (PADR).
* Performs GM Analysis, Store use posting, review of adjustments, IAD semi-monthly accomplishment report.
* Performs monthly sales audit checking of translog from actual versus system errors with corresponding analization, billings, cashiers credit cards and cash shortages and store use report which forwarded to
* Accounting and Audit Head Office for AP & SA month end closing. Perform daily checking of Cash purchases, disposal, ICEF, scrap sales (cartons, plastics, shredded papers and used oil), concessionaire pull out, gate pass pull out, fixed assets pull out and EPRS checking and other transactions requested by Store Manager.
* Perform necessary audit techniques and indicate the resolution. Checking of time attendance of employees under agencies like janitorial, baggers, cashiers, security guards and internal securities.
* Performs physical count and reconciliation, as necessary and resolve and clear the items. Report and summarize errors in system set-up and submit to inventory department for further monitoring.

***Educational Background***

* Bachelor of Business Administration Major in Banking & Finance from Palawan State University in 2006
* Finishing Call Center Course NCII TESDA ACCREDITED in 2009

***Personal Background***

Age : 30 /years old Date of Birth : May 2, 1985

Civil Status : Married Nationality : Filipino

# Seminars/Trainings Attended

**ERP Oracle Training – New System Sales Audit Workshop**

Pioneer International Project Management Tabacalera UN Ave. Manila

May 28, 2010 – Present November 15, 2009

**International Organizational Standardization (ISO) Training**

Pioneer International Project Management

September 15, 2010

**Audit Transactions Workshop Compliance Audit Workshop**

Puregold Libertad Branch, Manila Tabacalera, UN Ave., Manila

December 10, 2009 November 13, 2009