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|  | | **Princess CPA, MICB, RCA, CAT** | |
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| cv overview | | [**Princess.340375@2freemail.com**](mailto:Princess.340375@2freemail.com) | |
| I am an Accountancy degree holder, a Certified Public Accountant, Certified Bookkeeper, Registered Cost Accountant and Certified Accounting Technician with a total of more than 4 years meaningful experience seeking a position wherein I will be able to utilize my skills and experience to a company that will give me an opportunity to develop and advance my career. | PERSONAL DATA  Gender Female  Status Single  Date of Birth December 10, 1992  Visa Status Visit Visa  Education  Western Leyte College of Ormoc - Philippines  *Bachelor of Science in Accountancy (Graduate)*  University of San Carlos – Talamban Campus - Philippines  *Bachelor of Science in Information Technology (Undergrad)*  qualifications/ CERTIFICATIONS   * Licensure Exam - Certified Public Accountant   *Professional Regulation Commission, Philippines*   * Accreditation Exam – Certified Bookkeeper   *Institute of Certified Bookkeepers, United Kingdom*   * Accreditation Exam – Registered Cost Accountant   *Institute of Registered Cost Accountants, Australia*   * Accreditation Exam – Certified Accounting Technician   *Institute of Accounting Technicians, Australia and Canada*   * Civil Service Examination – Professional Level   *Philippine Government*   * Member – Institute of Certified Management Accountants (US), Dubai Chapter *(pursuing CMA Certification)*   work experiences  I-Cell Telecom LLC – Dubai, UAE  (November 2015 – November 2016)   * General Accountant   Handled Accounts Receivables (prepared collection and pending invoices report, followed up thru mail and telephone for overdue invoices), handled Accounts Payables (prepared payments to suppliers/creditors, kept track of monthly pre-approved expenses to make sure all were paid on time), petty cash management (drivers’ and office petty cash replenishment, IOUs request approval, prepared daily expense report, reconciled physical cash balance with ERP system ledger balance, etc), staff traveling and entertainment expenses reimbursement, reconciliation of bank accounts and other general ledger accounts (intercompany, suspense accounts, etc), prepared weekly sales valuation and daily sales report, Customer PDCs management, daily accounting works (entered required journal entries in the ERP system as transactions occurred (journal, cash receipts, cash payments, bank receipts, bank payments voucher, expense bill registration, suppliers bill registration), clerical works (filing of physical vouchers, distribution of telephone bills to staff for any personal usage)  Administrative tasks: (was assigned to handle admin position while admin was on maternity leave)  Coordination of 4 drivers for daily tasks, staff daily attendance (ZKTeco Attendance Management System), staff monthly leave calculation, FedEx shipments, salik recharge for company and personal vehicles, payment of vehicle fines, staff and management insurance claims, renewal, addition and deletion and payment, vehicle registration card and insurance renewal, staff annual leave and staff loan approval, management of office stationeries, softdrinks, water and tissues, business trip visa application (Nigeria, Zambia, South Africa, Schengen, etc), booking of business trip and management tickets and hotels, management of Emirates skywards miles and business reward points  ERP System Used – **ORACLE**  Insubit Trading Company LLC – Dubai, UAE  (December 2014 – October 2015)  \*company has closed down   * Assistant Accountant   Prepared quotations for products after receiving inquiries from customers, checked stock report for availability of stocks, prepared Materials Issuance Slip to warehouse after receiving local purchase orders from customers, prepared proforma/commercial/sales invoice, prepared delivery order, prepared purchase orders to suppliers, assured timely payment of payables (to suppliers, utility bills, etc), prepared and sent statements of account for assurance of timely collection of receivables, prepared documents required for the submission of Letter of Credit, Local Bill Discounting and Trust Receipts, prepared documents required for the application of bank facilities and business loans, input in the ERP system daily transactions especially cash receipts and payments, daily update and maintenance of spreadsheets for cash & bank transactions, prepared bank reconciliations, prepared monthly cash flow analysis, and daily clerical works  ERP System Used – **Tally ERP 9**  Cignal HD Digital TV Service Provider – Ormoc  (January 2012 – October 2014)   * Accountant   Prepared daily income/sales and prepare daily journal entry, prepared daily deposits of sales receipts, reconciled bank account, prepared authorized refund vouchers, compiled monthly reports, maintained returned check account, maintained chargeback account, Prepared and verified daily reports, prepared monthly balance sheet schedules, negotiated business terms, cost accounting (pricing, profit maximization, cost reduction), prepared financial statements and attended to daily matters as the need arises  ERP System Used – **Peach Tree**  voluntary experiences  MAC Builders – Ormoc  (April 2013 – May 2013)   * Accounting Staff (Intern)   Assigned to the accounting department and was able to perform the tasks of the accounting staff – Accounts Payable/ Receivable/ Insurance/ Payroll. Primary task was computing the insurance expense of the company, as well as the withholding tax payable. Was also able to record daily transactions in the journal and post to the ledger, file the source documents, input the backlogs, file to the Bureau of Internal Revenue the financial statements of the company and its six other subsidiaries, and validate and reconcile the purchase orders with the receiving report.  ERP System Used – **Quick Books**  skills  Computer Literate   * Typing speed at an average of 55 wpm * MS Office (Word, Excel, PowerPoint, Outlook) – Advanced * Basic troubleshooting – Internet, OS, Program run errors * Internet Savvy   Accounting Competencies  Courses in:   * Financial Accounting * Taxation * Business Law * Accounting Information Systems * Cost Accounting * Management Advisory Services * Auditing   Capabilities:   * Bookkeeping, End-of-period Closing Process, Preparing financial statements, bank reconciliations, budgets, and financial analysis.   Key Skills   * Communication - Able to communicate effectively in a professional business manner and as a member of a team. Excellent verbal and written English communication skills acquired through education and practice by joining essay writing contests. * Ability to work under pressure – meeting deadlines by multitasking, and speeding up work without risking accuracy * Eager to learn and hardworking | |