

Contact HR Consultant for CV No: 340464

E-mail: [response@gulfjobseekers.com](mailto:response@gulfjobseekers.com)

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**Objective:** Secure a responsible position in account management and serve as an account representative sharing my breadth of experience and abilities effecting mutual employee and employer growth and success.

**WORK EXPERIENCE:**

**Asia Bolts Industries LLC, P.O. Box: 60495 Dubai-United Arab Emirates**

**Accountant/Accounts Clerk**

**August 2014 - August 20, 2016**

**Duties and Responsibilities:**

**Accountant/Accounts Clerk**

* Making specialized invoices to all overseas client/customers according to agreed PO and sold materials and mailing it.
* Maintain complete filing system to support financial records like customer’s invoices copy for easy and traceable when error and problem occur.
* Update the list of invoices issued inside and outside the country the date, amounts of AR added and those already collected.
* Making entries on the system for raw materials received.
* Making entries on the system for finished goods transferred to the sister company in Saudi Arabia and treated as sales.
* Assist the payroll accountant who’s in charge of releasing cash salary to new factory workers who don’t have UAExchange account and employee with no bank account yet for salary purposes and update their respective accounts on the system every month-end payday schedule.
* Reviews and verifies the accuracy of journal entries and supporting documents.
* Track and maintain inventory records
* Contribute to team effort by accomplishing related results as needed. And comply with relevant reporting requirements.
* Making codes for new finish products of metal fasteners according to its sizes and grades. This happens only for new product request from the seller and the production teams are able to fabricate the said item.
* Maintain financial security by following internal controls.

**Urbacon Trading & Contracting Company, Doha-Qatar**

**Treasury Accountant, Cashier**

**March –June 2014**

**Duties and Responsibilities:**

**Treasury Accountant**

* Receive payment requests from accounts payable section.
* Check all original invoice, delivery note, LPO, store receipt voucher for the material supplier and fixed asset receipt voucher for assets acquired and other necessary attachment as per as required to proceed the payment and prepare payment using the ERP system.
* Print checks according to its assigned bank accounts to its projects and supplier. Update the master list of outgoing checks and its status under process to all authorized signature to complete all the checking process and ready to release send to cashier section.

**Cashier**

* Daily cash count, cash receipt and cash disbursement report.
* Pay cash to employee salary, end of service settlement.
* Payment for petty cash request to petty cash custodian to the site.
* Make the entry to the system for every transaction made.
* Stamp the paid voucher printed and for filling.
* Answers call from the supplier inquiries about their payment status.
* In-charge for all payment and other disbursement made by the company through checks.
* Filling documents, stamping paid invoices, payment certificate and all related documents that can cause double payment.
* Make a copy of the debit note paid and send to sister company

**Philippine Fisheries Development Authority, Philippines**

**Weighbridge Staff/Billing Clerk**

**May2008 – July2013**

**Duties and Responsibilities:**

**Weighbridge/Billing Clerk**

* Records and monitor inbound and outbound (tare/gross) traffic for billing purposes
* Submits summary of transactions to billing section for collection of fees/payments
* Issues receipts for cash paying clients
* Makes a record of assessment for clients who have credit line
* Updates client’s account for monthly billing of utility bills and space rentals and other services for billing and collection
* Makes monthly summary of billings and submits the same to cash section for collection and receipt issuance
* Willing and ready to help or support other departments as need arises.

**EDUCATION:**

**Tertiary: Gensantos Foundation, Inc. College 2003-2008**

**Graduated: Bachelor of Science in Accountancy**

**Secondary: General Santos City High School 1998-2002**

**Elementary: Jose Divinagracia, Sr. Elementary School 1992-1998**

**KNOWN SOFTWARE:**

* Adept in Microsoft Word, Excel and PowerPoint
* Ax Dynamic, IBMS, LIMS, SAP, Peachtree and Tally accounting software

**PERSONAL:**

* Birth Date : February 17, 1985
* Age : 31 years old
* Civil Status : Married
* Height : 5’5” ft.
* Weight : 65 Kg
* Religion : Christian
* Health : Excellent