**JOHN**

**JOHN.343303@2freemail.com**

**PROFESSIONAL SUMMARY**

Moreover 22 years of combined experience as a Senior Accountant/Credit Controller and Auditor specializing in Inventory/ Asset Accounting; Credit Control/Cash & Bank Handling/ Letters of Credit and Reconciliation in diverse industries such as Banking, Newspaper/ Printing Press, Advertising, Elevators and Escalators Company, and Recruitment firms.

Hands-on practice in Accounting Systems and related tools with sound grasp of financials/high mathematical acumen. A team player, with good attention to detail, analytical skills and able to work in a multi-cultural environment.

**EDUCATIONAL QUALIFICATION**

**Bachelor of Science in Accountancy – Cum Laude**

**West Negros University, Bacolod City, Philippines**

**ACCOUNTING TOOLS/ SOFTWARES:**

* **Quickbooks**
* **Peachtree Program**
* **JD Edwards**
* **Sage 50**
* **PRODCICS online (applied in banks)**
* **Tally**
* **Focus**

**CONSULTING PROJECTS AS A SR. ACCOUNTANT:**

* Middle East Technical Services (Human Resources Management & Engineering Services)
* BEDECOR Company (Interior Design and Management)
* Al Adeeb Information Technology (Computer and IT Consultancy)
* Life Medical Equipment (Medical Equipments and Consumables)
* Arklics Design & Engineering ( Design & Human Resource – Management of Engineering Constructions)

**EMPLOYMENT HISTORY**

**Jerry Varghese Group of Companies**

**JLT Dubai, UAE**

**Sr. Accountant/ Sr. Credit Controller**

**(January 2010 ‘till date)**

(Directly report to the Managing Director and Supervising 4 Accountants with respective areas in: Invoicing; Aging and Monitoring of A/R; Collections and Deposits; Contract Management & Reconciliation)

* **Inventory and Asset Accounting**
* Ensure proper accounting of in and outs of inventory materials and proper amortization of the capitalize assets of Elevator industries and Escalators Business as key accounts/ main clients
* **Credit Control/Cash and Bank Management**
* Oversees Client Aging and Monitoring of A/R accounts and ensure a 100% collection rate within a specified target date
* Administered documentation/posting s of daily cash and credit collection against bank receipts /deposit transactions
* **Bank Reconciliation**
* Guarantees the correctness of the receipts and payments item  transactions affecting daily bank transactions against balances per books/ vice versa.
* **Contract Management**
* Reviews billing terms for pre and post contract agreements

**Calcium Advertising & Publicity LLC**

**Abu Dhabi, UAE**

**As Financial Controller/ HR Assistant**

1. **Financial Controller**
* Responsibilities include daily accounting transactions but not limited to:
* Direct banking transactions, deposits, withdrawals, debit/credit advices and payroll transfers
* Prepared monthly payroll, aging account payables/receivables, yearly closing of Books of accounts, budget forecasts, financial reports along with audit requirements for external audit examinations.
* Enhance the accuracy of company’s financial results  to adhere compliance on general accounting principles/financial reporting standards
* Responsible on cash management and mitigation
1. **HR Adhoc/Functions as HR Assistant**
* Monitored employee’s status on Medical Insurance/ Visa Application/ Labor Updates & documentations
* Tasked to monitor company’s license to Chamber of Commerce, Media Licenses and Licenses on Planning and Economy

**AKHBAR AL ARAB PRINTING PRESS**

**Abu Dhabi, UAE**

**As Sr. Accountant/ Acting Manager**

**November 2004 - March 2007**

Started as an Accountant from 2004 and promoted as an Acting Manager in 2006. Directly report to Financial Manager; managed a team of 33 members.

1. Planned, assigned & reviewed staff’s work and schedule
2. Letters of Credit (LC) – review/negotiations/documentation/verification/monitoring and tracking
3. Provided input into department goal settings
4. Reviewed and recommended modifications to accounting system
5. Responsible to verify, allocate, post and reconcile transactions
6. Analyzed financial information and summarized financial statuses
7. Prepared Financial Statements and produced budget according to schedule

**Landbank of the Philippines**

**As Financial Analyst/ Supervising Cashier/ Internal Auditor**

**November 1994 to August 20014**

(Manages a team of 10 tellers, directly reporting to Branch Manager)

* Prepared financial statements and produces budget according to schedule
* Developed and document business processes and accounting policies to maintain and strengthen internal control
* Handled  proper maintenance of daily cash requirements for internal and external users both local and foreign currencies
* Conducted internal auditor for compliance
* Participated in financial standards setting and in forecast process

**PERSONAL DATA**

Nationality: Filipino

Gender: Male

Date of Birth: June 12, 1972

Visa type: Employment