*BACANI*



**Dubai, U.A.E.**

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| **Objective** | To work in a company where I can contribute my wisdom & knowledge, as well as to develop my personal growth and contribute my professional experiences and skills for the company goal and achievement toward success. |
| **Competency** **Profile** | * Excellent communication and interpersonal skills.
* Ability to function in a cultural working environment and at all levels.
* Highly organized, flexible, with close attention to details and have demonstrated motivational and leadership skills.
* Able to identify individual company requirements and to establish relationships, thus fostering confidence and trust.
* Eagerly, accepts new challenges and adapts well to any possible situation and aptitude to multi-task.
* A team player, consistently displays a positive attitude and professional work ethics.
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| **Work Experiences** | Al Ghazal Car Rental L.L.C.Dubai, U.A.E.Since July 15, 2007 Accountant**Job Description:** * Responsible for the Head and Branch accounts.
* Recorded and Encoded Cheque, Cheque payment vouchers & Cash receipts voucher to system.
* Monitor Cash & fund flow and liquidate Petty Cash and expenses.
* Maintained the manual cash book, reconcile cash and bank books of Head and Branch.
* Recorded and maintain Sales Invoice.
* Accounts Receivable and Accounts Payable.
* Monitor Customer Statement of Accounts, Invoices and coordinating with Branch for receivables.
* Posting Sales, Receipt voucher and Payment voucher to the system. (Head and Branch)
* Prepare journal entries, Recurring entries and posting data (General Journal Entry) using Accounting software Sage (Peachtree Accounting Software) (Head and Branch) Monitoring Gen Ledger
* Prepare Cash & Bank Reconciliations monthly & Depreciation of Fixed Assets and perform yearly closing of books. (Head and Branch)
* Prepare employee salaries thru WPS and computing all benefits.
* Submitted report from system to Auditor for finalization and for auditing.
* Perform other duties that maybe assigned.

Kalantar International Est Services March 07, 2003 –March 06, 2007Dubai, U.A.E. Account cum HR Coordinator**Job Description:** * Does Bank Transactions.
* Sales Report of each Branches.
* Recorded all Daily transaction to the Book of Accounts.
* Responsible for the Petty Cash & Providing Fund.
* Account Receivables, Accounts Payable, and Inventories of the Company.
* Responsible for employee documents and updating employee database.
* Supervised and executed the recruitment and selection function.
* Scheduling meetings, preparing agendas, organizing venues and distributing appropriate information, preparing documents, detailed reports and correspondence;
* Coordinating with all employers regarding visa & flight details of all selected workers.
* Assist Personnel Manager for all administrative requirements of all staff and workers from Manila Agency.
* Coordinating/Negotiating with the Manila Agency regarding selected workers.
* Responsible for the flight booking.
* Handling daily transactions of the office.
* Responsible for the safe keeping of the company’s documents.
* Perform other duties that maybe assigned.

**Vimcor Int’l Manpower (Kalantar Int’l Accredited Agency)** **December 1998–Jan 2003**Manila, PhilippinesAdmin staff cum Accounts**Job Description:*** Accounts Receivable & Accounts Payable.
* Handling daily transactions of the office.
* Sales report, Stocks Inventory of trading company branch.
* Supervised and executed the recruitment and selection function of Manila Agency branch.
* Negotiating with Dubai office regarding the selected workers.
* Monthly Report directed to the Chairman in Dubai.
* Perform other duties that may be assigned.

Associated Wire Corporation of the Philippines (AWCP) June 1991–January 02, 1996Manila, Philippines Inventory Cler  Inventory ControllerJob Description:* Responsible for the Inventories of Company.
* Inventory List ( In & Out Inv. ) of all items in Warehouse.
* Responsible for the Purchase Order.
* Witnessed physical Inventory at the Warehouse.
* Analysed the variances per count vs. Book in coordination with warehousemen.
* Perform other duties that maybe assigned.
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| **Education** | **BACHELOR OF SCIENCE IN COMMERCE** **( MAJOR IN ACCOUNTING )** **Guagua National Colleges ( G.N.C. ), Philippines****June 1987 – April 1991** |
| **Affiliations /** **Organizations** | Junior Philippine Institute of Accountant (JPIA) |
| **Other Skills**  |  Knowledge in Computer such as MS Word, Excel, MS Powerpoint, Internet Browsing and with Knowledge in Peachtree Accounting software and Corporate Speed software. With International Computer Driving License (ICDL) certification. |
| **Personal Data** | Civil Status : SingleNationality : FilipinoSex : FemaleHeight : 5’4”Religion : ChristianVisa Status : Residence Visa  |
| **References** | **Available upon request** |