*BACANI*



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

**C/o-Mobile No. : +971504973598**

**Email :** [**bacani.344915@2freemail.com**](mailto:bacani.344915@2freemail.com)

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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. |
| **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, 2007  Dubai, 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, Philippines Admin 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, 1996  Manila, Philippines  Inventory Cler    Inventory Controller  Job 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. |
| **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 : Single  Nationality : Filipino  Sex : Female  Height : 5’4”  Religion : Christian  Visa Status : Residence Visa |
| **References** | **Available upon request** |