# Kevin



Dubai

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### CAREER OBJECTIVE:

### Excellent accounting skills, with experience in general accounting, dealt with customers/suppliers and high level workloads within strict deadlines. Now looking to start a new challenging position to meet my competencies, capabilities, skills, education and experience

###### WORK EXPERIENCE:

|  |  |  |
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| **NAME OF THE COMPANY** | **POSITION** | **DURATION** |
| **Ordinate Building Contracting & Maintenance LLC, Dubai, UAE** | **ACCOUNTANT GENERAL** | **Working since 24th May2014 To tilldate.** |
| **Avon Cosmetics Inc., Philippines** | **ACCOUNTANTS ASSISTANT** | **15thMay 2011 To 28th February, 2014.** |

**PROFESSIONAL SUMMARY:**

* Having over 5years of Experience in the field of Accounts, Finance, Admin, in which 2 years of experience in UAE.
* Strong knowledge in Accounting and in Accounting Packages
* Excellent working knowledge of all Microsoft Office packages
* Ability to maintain confidentiality
* Ability to produce consistently accurate work even whilst under pressure.
* Ability to multi task and manage conflicting demands.

**ACCOUNTS EXPERIENCE:**

* Expertise in Accounting, especially with**Accounts Payable, AccountsReceivable**, **General Ledger**
* Experienced in preparing monthly financials like Trial Balance, Profit & Loss a/c, Balance Sheet, Cash Flow statement, Ratios and Analytical points on Financials.
* Expertise in preparing of weekly Bank, Cash positions and Cash Budget statement
* Expertise in CASH MONITORING REPORTS
* Expertise in Audit preparation of yearly financials in audit format and submitting to auditors for auditing
* Expertise in preparation of monthly Bank Reconciliation statement
* Experienced in controlling Debtors & Creditors and preparation of debtors & Creditors Outstanding list and reporting to Management
* Well versed in preparation of department wiseMonthlyCollection Report.
* Expertise in reconciliation of receivable & payables with their respective statements
* Expertise in dealing with banks for issue of Letters of Credit and Bank Guaranteeand other various issues
* Expertise in Preparation of monthly schedules
* Handling Self-Correspondence with all Business Clients, Suppliers and Banks
* Diplomatic and Excellent in Public Relation and Office Administration
* Strong in adopt new analytical approaches, tools & environment

**ADMIN EXPERIENCE:**

### Meeting and greeting clients and visitors to the office.

### Typing documents and distributing memos.

### Supervising the work of office juniors and assigning work for them.

### Handling incoming / outgoing calls, correspondence and filing.

### Faxing, printing, photocopying, filing and scanning.

### Organizing business travel, itineraries, and accommodation for managers.

### Monitoring inventory, office stock and ordering supplies as necessary.

### Updating & maintain the holiday, absence and training records of staff.

### Responsible for purchase orders. Raising of purchase orders and invoice tracking.

### Creating and modifying documents using Microsoft Office. Setting up and coordinating meetings and conferences. Involvement in social media implementation. Updating, processing and filing of all documents.

#### QUALIFICATIONS:

* BS Accounting Management

Batangas State University JPLPC Malvar Campus

Poblacion, Malvar, Batangas Phils.

2007 – 2011

* Learners Point Training Center (Accounting Packages)

Suite101AL-Tawhidi Building, Dur Dubai U.A.E

2014

**ACCOUNTING PAKAGES:**

* Tally
* QuickBooks
* Peachtree
* Account Express

### PERSONAL PROFILE:

Date of birth : 15th Nov, 1990

Nationality : Filipino

Sex : Male

Marital Status : Single

Languages Known : English, Tagalog

Visa status : On Employment Visa