**JOY**

Doha, Qatar

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**CAREER OBJECTIVE:**

To obtain a position that will enable me to use my knowledge in accounting.

**SUMMARY OF QUALIFICATIONS**

* Over 7 years of work experience with background in accounting and auditing.
* A flexible professional who can easily adapt to a new environment and can deal with different kind of people.
* Self-motivated, hardworking and trustworthy.

**PERSONAL INFORMATION**

Nationality: Filipino

Birth Date: March 15, 1984

Gender: Female

Marital Status: Single

**PROFESSIONAL EXPERIENCES**

**September 2016 - Present**

**Position: Personal Accountant to the CEO**

**Employer: Staff Source International – Doha, Qatar**

* Look after all the investments of the CEO.
* Set up accounting system for the newly opened businesses.
* Handle all the financial transactions of the CEO.

**April 2015 – August 2016**

**Position: Accountant**

**Employer: Qatar Maid Service/Staff Source International–Doha, Qatar**

* Prepare monthly financial reports of the 2 companies for the management.
* Record and review the daily transactions of the 2 companies.
* Monitor the daily cash position of the companies’ bank accounts.
* Handles cheque issuances for disbursements.
* Handles petty cash fund.
* Review accounts payable and arrange for payments.
* Prepare lapsing schedule for fixed assets.
* Prepare schedule for annual audit.

**May 2013- April 2015**

**Position: Accounting Staff**

**Employer: San Andres Fishing Industries, Inc. - Philippines**

* Prepare monthly bank reconciliation.
* Make adjusting entries regarding cash transactions when needed
* Prepare lapsing schedule for the company’s fixed assets.
* Reconcile the balances of the fixed assets subsidiary ledger to the general ledger.
* Record monthly depreciation for all fixed assets.
* Prepare schedules relating to fixed assets and bank reconciliation for annual audit.

**October 2012- April 2013**

**Position: Accounting Staff**

**Employer: San Andres Fishing Industries, Inc. – Indonesia Branch**

* Monitordaily cash on hand.
* Prepare invoices for accounts receivable and collect on due date.
* Handle accounts payable and arrange for payments.
* Monitor employees’ cash advances.
* Computeand distribute staff incentives.
* Preparemonthly sales report, summary of expenses and cash flow with attachments and send to main office.
* Act as a purchaser in the absence of the purchasing officer.
* Assists in the operation department in the absence of the operation in charge.
* Develop harmonious relationships between employees.

**May 2012- October 2012**

**Position: Accounting Staff**

**Employer: San Andres Fishing Industries, Inc. - Philippines**

* Prepare cheque voucher for company’s disbursements.
* Enter disbursement transactions in the accounting system.
* Prepare lapsing schedules for company’s fixed assets.
* Record fixed assets acquisitions and dispositions.
* Reconcile the balances of the fixed assets subsidiary ledger to the general Ledger.
* Record monthly depreciation for all fixed assets.
* Prepare schedules relating to fixed assets and check vouchers for annual audit.

**June 2010 – May 2012**

**Position: Audit Staff**

**Employer: San Andres Fishing Industries (Prime Holdings)-Philippines**

* Execute process review for the designated affiliated company.
* Review and analyze the process and make recommendations when needed.
* Execute financial audit.
* Prepare audit report addressed to the audit head after financial audit of the assigned accounts.
* Observe inventory count of an affiliated company at year end.
* Assists the accounting department of an affiliated company that needs assistance.

**February 2010 - May 2010**

**Position: Accounting Staff**

**Employer: Toyota General Santos - Philippines**

* Review and encode daily sales report to the accounting system.
* Monitors petty cash fund.
* Review cashier’s report daily and execute cash count before bank deposit.
* Prepares cheque and cheque voucher in the absence of the assigned personnel.

**October 2008 – February 2009**

**Position: Accounting Clerk**

**Employer: Decoarts Marketing - Philippines**

* Review and enter daily sales report of five branches to the accounting system.
* Coordinate with branch cashiers/head when problem arises.

**EDUCATION**

**March 2007 Bachelor of Science in Accountancy**

Ramon Magsaysay Memorial Colleges

General Santos City, Philippines

**AWARDS:**

* Excellence in Accountancy Studies (Gold Medalist)
* Service Awardee

**AFFILLIATIONS**

A.Y. 2006-2007 **President** A.Y.2005-2006 **Vice President**

Junior Philippine Institute of Accountants

Ramon Magsaysay Memorial Colleges Chapter

General Santos City, Philippines

**SEMINARS ATTENDED**

August 1, 2014 **Succeeding Business**

Regional Tripartite Wages and Productivity Board XII

National Wages and Productivity Commission

Department of Labor and Employment

General Santos City, Philippines

April 27, 2012 **Fraud Investigation and Dispute seminar**

SGV

Davao City, Philippines