**RICARDO S..**

C/o-Mobile No.: +971 50 4973598

E-mail: richardo.345163@2freemail.com

**OBJECTIVE:** To work in an organizationwherein I can contributemy Accounting knowledge and abilities.

**WORK EXPERIENCE:**

***Accounts Payable Administrator 06 April 2015 – 31 December 2016***

**Maersk Line**

**(Maersk Crew Management Services Philippines Inc./Maersk Filipinas Inc.)**

*Pasay City, Philippines*

* Received and verified supplier invoices.
* Ensured accuracy of posting and timeliness of batches of invoices for data entry in SAP.
* Prepared and processed manual checks and bank transfer.
* Reconciled payments.
* Prepared analysis of accounts and monitoring of accounts to ensure payments are up to date.
* Resolved invoice discrepancies.
* Corresponded with vendors and respond to inquiries.
* Received processed checks from HSBC for releasing.
* Prepared Suppliers Withholding Tax Certificate.
* Constant coordination with GSC personnel & bank personnel if necessary.
* Reconciled clearing accounts ( cash clearing, vendor clearing , TEM cash advance, advance payment to vendor )
* Ensured all Petty cash transactions performed by PCF custodian are posted in cash journal book in SAP.
* Prepared check for replenishment of Petty Cash Fund.
* Ensured that daily cash count tally per cash journal book in SAP
* Assisted in month end closing.
* Assisted in other finance-related tasks as assigned.
* Continuous identification of process improvement initiatives with Finance.
* Assisted on some IT related task as assigned.

***Accounting Clerk 02 September 2010 – March 31, 2015***

**Ventis Maritime Corporation**

*Pasay City, Philippines*

* Preparedfund request from the principal by computing the amount monthly that will be requested from the principals “K” Line (Singapore) Pte. Ltd. And “K” Line LNG Shipping (U.K.) Ltd., which will cover the monthly expenses that will be incurred in the selection, hiring and training of seafarers which will eventually be placed on board the vessels of these principals.
* Liquidated fund requested by preparing the monthly Summary of Accounts or General Accounts.
* Prepared payroll on board and seafarer’s clearances or final clearances for the vessels of the principal “K” Line LNG Shipping (U.K).
* Prepared and submitted other reports that may be required by the Principal.
* Prepared entries for the liquidation of the Liaison Officers and Records Compliance Supervisor’s cash advances.
* Responsible for filing of Fund Requests, General Accounts, payroll-on-board, and advances to seafarers monitoring.
* Acted as administrator of the Microsoft Navision software by assisting co-staffs in the Finance department regarding the entries and problems that are encountered.

***Billing and Treasury Staff 23 September 2009 – 16 March 2010***

**Araw Shipping Agency, Inc.**

*Manila, Philippines*

* Prepared check vouchers (CV) for payables and ensured accuracy of supporting documents such as Purchase Order (PO), Supplier’s Invoice (SI) and request for payment (RFP).
* Processed cheque based on approved CV.
* PreparedStatement of Account (SOA) for all billable items.
* Prepared Journal Voucher for billings.

***Accounting Staff 26 August 2009 – 22 September 2009***

**Aspire Professional Resources Development, Inc.**

*Manila, Philippines*

* Prepared documentation for cash advances/loans by seafarers such as promissory notes, and check vouchers.
* Issued official receipts for payments received.
* Prepared reports for disbursement and receipts.

**TRAININGS AND SEMINARS:**

* **Customer Service Excellence Program Seminar**

October 8 - 9, 2014

Ancilla Business Training Center

Unit 411 VGP Center Building, Ayala Avenue, Makati City, Philippines

* **Heartsaver Training**

September 10, 2014

HealthCare Advantage Training Institute

#4 United St. Corner 1st St., Brgy. Kapitolyo, Pasig City, Philippines

* **Continuing Agency Education Program**

July 31, 2014

4F Philippine Overseas Employment Agency Building

Ortigas Avenue, Mandaluyong City, Philippines

* **ISO 9001:2008 QMS Awareness Seminar**

September 4, 2013

Philippine Trade Training Center Building

Sen. Gil Puyat Avenue corner Roxas Boulevard, Pasay City, Philippines

* **Microsoft Excel 2010 Advanced Training**

October 23, 2015

9/F One E-Com Center, Harbor Drive corner Sunset Avenue, Mall of Asia Complex, Pasay City, Philippines

**EDUCATION:**

 **Bachelor of Science in Accountancy 2004-2008**

Philippine Christian University

 Manila, Philippines

**Bachelor of Science in Computer Science 1999-2001**

AMA Computer College

Makati City, Philippines

**Civil Service Examination Passer (Professional Level)**

 March 9, 2008

**SKILLS:** Knowledge in SAP, Microsoft Navision and FACT Accounting Software

Basic PC troubleshooting and software installation

Proficient in MS Word, MS Excel, MS PowerPoint

**PERSONAL INFORMATION:**

 **Date and Place of Birth:** December 30, 1980 / Manila, Philippines

 **Civil Status:** Married

 **Citizenship:** Filipino