

**Name: ANACLETO**

[**ANACLETO.347027@2freemail.com**](mailto:ANACLETO.347027@2freemail.com)

**Total Experience:** 7 years

**UAE Experience:** 4 years

**Objective:** Aiming to be associated with a progressive organization that gives me scope to update my knowledge and skills in accordance with latest trends and to be a part of team that dynamically works towards the growth of the organization.

**QUALIFICATIONS / SKILLS / ABILITIES:**

* + Nominated as Best Employee in my present company.
  + Promoted after three months in the company.
  + Prioritize and plan work activities efficiently to meet deadlines; work on multiple tasks & projects simultaneously.
  + Resourceful in the completion of project and effective at multi-tasking.
  + Must be willing to strictly follow standard operation in your company.
  + Able to prepare routine administrative paperwork
  + Someone who has the commitment to dedicate time and best effort for the company.
  + Proficient in basic computer skills such as word and excel.
  + Attentive to time schedules.
  + Ability to deal with change, delays, or unexpected events.
  + Open-minded and imaginative.
  + Ability to work in team environment with varied departments and diverse personalities.
  + Get along with others – Displayed high personal standards. Maintains positive outlook disposition towards work. Possesses Team work and Adaptability – the ability to cooperate, work with superiors and colleagues and contribute to team efforts. This also refers to the ability to respond to changes and opportunities.
  + Service oriented, creative mind, organized, aggressive, and hardworking; can be counted on to get the job done accurately and efficiently.

**AREAS OF EXPERTISE:**

* + Knowledgeable in accounting, import and warehouse procedures.
  + Expert in Canias ERP.
  + Knowledgeable in E Promise and Tally ERP.
  + Guides and trains staff for operational process and procedures.
  + Receivables & Payables

**JIZAN GROUP OF COMPANIES (Jizan Perfumes LLC)**

**PO BOX 34659**

**DUBAI, UAE**

**MARCH 2013 – MARCH 2017 (4 Departments within 4 years):**

* **Import Department / Accounts (Section Head)**
* **Accounts & Purchase Department (Section Head)**
* **Receivable Department (Assistant Accountant)**
* **Accounts Department (Sister Company – Data Entry)**

**IMPORT COORDINATOR (IMPORT DEPARTMENT / ACCOUNTS)**

1. **Handling and Arranging Import Shipments**

* Check the stock status as per Sales Order and get Purchaser’s confirmation on Purchaser Order.
* Obtain the confirmed invoice from the Correspondence Department with purchaser and supplier’s confirmation and file the said invoices separately as per shipping mode.
* Arranged the shipment with concerned forwarders depending the country after receiving the stamp invoice.
* Obtain the BL or AWB from the forwarders along with the Certificates of Origin
* Track and trace the shipments while the shipment is still in transit to arrive of all goods within required time frame.
* Provide the complete and truthful documents to PRO for the clearance and follow up update information on all the shipments under clearance.
* Monitor the costing sheet and handle the shipment reports of all shipments and finalize.

1. **Principal Accountabilities and Responsibilities**

* **Coordinating with Purchasers**

1. Asking confirmation for items quantity & prices as per Sales Order.
2. Asking confirmation for items description, quantity, prices and condition.
3. Asking confirmation on Purchase Order
4. Giving the updated shipment status information for their merchandise.
5. Sending shipment report and requesting to process the short/excess and damage items.

* **Coordinating with Suppliers**

1. Asking Invoice and Packing List
2. Asking confirmation for condition of the goods and country of origin.
3. Asking Credit/Debit note for short/excess and damage items.
4. Coordinating to process the payment as per payment terms.

* **Coordinating with Accounts (Banking and Payables Department)**

1. Submitting request payment for import supplier’s invoices.
2. Submitting request payment for debit notes and freight invoices along with the statement.
3. Providing the credit note to deduct from the payment.
4. Submitting the loading and unloading report at the end of the month.
5. Submitting the Insurance Application
6. Providing the shipment insurance list at the end of the month.
7. Providing the updated shipment status information to budget the payment.
8. Providing information for Re-Export shipments and get acknowledgement.
9. Follow up the payment status.

* **Coordinating the Forwarder**

1. Inquiry of Freight Quotation
2. Confirm the freight charges after checking and analyzing the possible cost versus other forwarders and arrange the shipment as per Manager’s approval.
3. Advise shipping details for shipping arrangement.
4. Asking Air Way Bill, Bill of Lading and Certificate of Origin.
5. Asking Freight Invoice.

* **Coordinating with PRO**

1. Get PRO’s advice for shipment arrangement.
2. Get PRO’s advice to prepare the clearance documents as per shipping mode.
3. Passing of required documents to PRO and follow up the clearance status.
4. Get custom documents after clearing the shipments by PRO.

* **Coordinating with Purchase Department**

1. Providing the costing sheet to enter the import purchase in the system after allocating the custom, freight and insurance charges.
2. Providing information for purchase return and sales return items which included in the shipment.
3. Providing the shipment report updated information.

* **Coordinating with Warehouse Operation**

1. Asking ISR and unloading photos when shipments arrive in warehouse.
2. Asking GRN (Goods Receipt Notes) status for the shipments lying in the warehouse.
3. Checking for the item discrepancy list.
4. Get confirmation for the item discrepancy list.

* **Coordinating with Warehouse Admin**

1. After receiving the unloading photos, pass one copy of ISR.
2. Checking for the item discrepancy.
3. Pass one copy of item discrepancy list after getting the warehouse’s confirmation.
4. Request sample items if necessary to send the photos to supplier.

* **Coordinating with Correspondence**

1. Obtain stamp invoice with Purchaser and Supplier’s confirmation.
2. Request to send the e-mail to supplier, forwarders and insurance company.
3. Request to send shipment report to supplier and follow up to Supplier’s reply.

* **Coordinating with Salesman**

1. Providing them information for incoming stocks and pending goods in warehouse.
2. **Reports and Others**

* Daily Report (Pending Goods in Warehouse & Documents with PRO)
* Shipment Status Report (Summary and details of Incoming Shipments and Open for Consolidation)
* Finalization Status Report (Costing Sheet status for Import Shipments)
* Shipment Schedule Report (Incoming Stocks and Pending Goods in Warehouse)
* Loading and Unloading Report (Summary of all Sea shipments cleared in Sharjah and Ajman)
* Verifying of Invoice versus Purchased Order
* Quantity and Cost Analysis
* Computing Estimated Landed Cost with CFI for profit analysis.
* Prepares Costing Sheet (allocating of Custom, Freight & Insurance Charges)
* Posting of Import Purchase, Custom, Freight & Insurance to Canias ERP.
* Monthly Shipment Report Summary

**SECTION HEAD (ACCOUNTS & PURCHASE DEPARTMENT)**

* **Receivable Department**

1. Monitoring of Trade Receivables (Aging Analysis)
2. Following up to Salesman for the collection from the customers
3. Checking of Settlement with sister companies.
4. Checking of Receivable Vouchers such as: Cash Receipts, Bank Receipts, PDC Receipts, Sales Return, Cash Transfer and Bank Transfer.
5. Checking of Deposit Slip prepared by staff.
6. Signing as approved by in details of Cash Sales Invoices and checking of Daily Summary Report.
7. Signing as approved by in details of Credit Sales Invoices and checking of Daily Summary Report.
8. Creating Customer’s Account in the system as per Salesman’s request and approval of Account’s Manager.
9. Checking of Freight Charges for Export Shipments.
10. Checking of Credit Note for discounts given to customers.
11. Approving of goods to be delivered for Group B and Temporary Customers.
12. Approving of Insurance Request for Export Shipments.
13. Preparation of Monthly Sales Return Summary for payroll.
14. Preparation of Monthly Sales Summary as per Sales Man for Commission purposes.
15. Posting of Cash & Credit Sales Invoices to Accounts

* **Payables Department**

1. Monitoring of Supplier’s Accounts.
2. Confirm to prepare Cheque & Cash payment request
3. Settlement to PRO
4. Checking of Payable’s Vouchers such as: Cash payment, PDC Issue and Bank Payments
5. Monitoring of Cash Flow and check the Cash Counting Summary Report.
6. Petty Cash Fund Monitoring.
7. Preparation Of the Inter-Company Reconciliation.

* **Purchase Department**

1. Review all the Purchase Vouchers.
2. Responsible for any stock adjustment to be made.
3. Ensure the accuracy and timely preparation of Purchase Order, Receipts and Stock Transfer.
4. Monitoring of Stock Transfer
5. Creation of Items in the system. (Item Code and Item Description)
6. Assist warehouse for stock taking & monthly inventory.
7. Posting of Import & Local Purchase to accounts.

**ASSISTANT ACCOUNTANT (RECEIVABLE DEPARTMENT)**

* **Data Entry of below Transactions including Preparation of its corresponding vouchers**

1. Daily Cash Receipt Transactions
2. Daily Bank Receipts
3. Returned and Bounced Cheques
4. Credit Card Collection

* Preparation of Daily Cash and Credit Sales Summary
* Filing of Cash Invoices with the Cash Sales Summary, Cash Receipts, Bank Receipts and Sales Return Vouchers.
* Monitoring/filling of Credit Sales Invoices, Checking of Credit Sales Summary and preparation of list pending credit sales invoices along with follow up those pending credit sales invoices.
* Preparation of Insurance Declaration for Export Shipments.
* Preparing of Debit Note for Freight Charges and Credit Note for discounts given to customers.
* Performs ad-hoc duties and prepares reports as may be assigned by the Office Manager.

**DATA ENTRY (SISTER COMPANY – ACCOUNTS DEPARTMENT)**

* Preparing Cash Payment Request
* Cash Payment
* Preparing Cheque Payment Request
* Cheque Payment (PDC Issue)
* PDC Receipt
* Monthly adjustment Entries
* Sales Return Data
* Direct Purchase
* Journal Entries
* Preparation of Cash and Credit Sales Summary
* Cash receipts
* Bank Transfer
* Bank Receipts
* Bank Payments

**G4S Security Systems, Inc.**

**G4S House , 142 Pasig Blvd., Brgy. Bagong Ilog**

**Pasig City, 1600 Philippines**

**January, 2008 – March, 2011**

**ASSISTANT ACCOUNTANT ( ACCOUNTS RECEIVABLE – BILLING AND COLLECTION )**

**Functional Responsibilities:**

1. ARIBA Invoicing ( Selected Clients )
2. Updated in Monthly Billings for Preventive Maintenance Projects
3. Communicates with the Sales and Service Team for the reports (COC) for billing purposes.
4. Monitored all existing Projects.
5. Call and email Clients to know the status of the Invoice as well as to follow-up collections to ensure that it will be collected before it becomes due.
6. Booked all Income and collections to ERP.
7. Handling all Projects of the Company and responsible for giving Project Codes for Projects Monitoring.
8. Scrutinized the Sales Order Form submitted to Finance from Sales and ensure that all attachments are there and see to it that the Contract Price are same with PO and Cost Sheet.
9. Prepare Deposits Slips for the checks and cash collected.
10. Updates Project Profile Monthly for Accrual Purposes.
11. Updates Monthly Project Codes and Monthly Sales Report.
12. Updates Collection Report Monthly
13. Updates Collection Target and AR Schedule (Aging) Monthly.
14. Updates Customer’s Withholding Tax Monitoring ( BIR 2307 )
15. Follow up Bank Statements (4 Bank Accounts) and check if all collections for the month are reflected in the Bank Statements Vs. Collection Report
16. Create Regular Vouchers Report for $ Collections, recognizing Forex Loss and Gains and for reconciling of “Back Logs” for adjustments purposes.
17. Processed Request for Payments (Commissions) requested from Sales.
18. Assists the General Accountant for Monthly Closing.

**EDUCATION:**

**Bachelor of Science in Accountancy October 2004 to March 2007**

Andres Bonifacio College

Dipolog city, Philippines

**Secondary Education:**

**Polanco National High School ( Valedictorian ) June 1996 to March 2000**

Polanco, Zamboanga del Norte

Philippines

**Primary Education**:

**Polanco Central School ( With Honor** ) **June 1990 to March 1996**

Polanco, Zamboanga del Norte

Philippines

**PESONAL INFORMATION:**

Age: 33

Sex: male

Civil Status: single

Date of Birth: 02 November 1983

Height and Weight: 5’5 and 82 kilos

Religion: Catholic