

**Arlene**

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| **CAREER Objective** |

Intend to build a career with leading corporate of innovative environment, which will help me to explore myself fully and realize my potential. To pursue a position in life to promote my skills and abilities that leads to professional growth while being challenging and resourceful. I hope to achieve levels of performance from myself that will match and hopefully exceed the expectations that the company has from me, together with the flexibility and dedication required in order to do so.

**Professional Experiences:**

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| **Name of Organization** | **Position** | **Period** | **Year& Months** |
| AWOK.COM (ALIFCO LLC/Gulf Alabel Tech LLC) | Accountant Assistant | December 7, 2013 to December 10, 2016 | 3 years |
| S & J Marketing | Bookkeeper | April 2013 to August 2013 | 4months |
| S & J Marketing | Administrative Officer | July 19, 2005 to February 19, 2006 | 7 months |
| S & J Marketing | Accounts Receivable Encoder | February 6, 2004 to July 2005 | 1.5 years |
| S & J Marketing | Accounts Clerk | October 7, 2003 to February 5, 2004 | 4 months |

**SKILL QUALIFICATIONS**

* Accounting,
* Attention to detail and accuracy
* Deadline-oriented
* Sense of urgency
* Active listening
* A high-energy, enthusiastic and dependable individual who excels in challenging and competitive environments.
* Ability to work under pressure.
* Exposure to business systems e.g. 1C ERP

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| **COMPUTER QUALIFICATION** |

* Completed a course in M. S. office including MS. Word, Excel and internet application.

**WORK EXPERIENCE**

**Company: awok.com, DUBAI, UAE**

**Position: Accountant Assistant**

**Date: December 7, 2013 to December 10, 2016**

* Perform day to day financial transactions, including verifying, classifying, computing, posting and recording accounts receivables’ data.
* Reconcile the accounts receivable ledger to ensure that all payments are accounted for and are properly posted.
* Generate Age Analysis. Review AR Aging to ensure compliance
* Maintain accounts receivable customer files and records
* Daily monitoring of customers online payments.
* Perform Bank reconciliation
* Review all invoices for appropriate documentation and approval prior to payment.
* Enter and post Invoices into the system.
* Set invoices up for payment. Process checks requests.
* Match invoices to checks, obtain all signatures for checks and distribute checks accordingly
* Post transactions to journals, ledgers and other records
* Reconcile accounts payable transactions
* Recording of petty cash report.
* Posting daily inventory of goods.
* Maintain files and documentation thoroughly and accurately, in accordance with company policy and accepted accounting practices
* Provide supporting documentation for audits
* Protects operations by keeping information confidential.
* Contributes to team effort by accomplishing related results as needed.

**Company: S & J Marketing (CAUAYAN City, Isabela, Philippines)**

**Position: Bookkeeper**

**Date: April 2013 to August 2013**

* Compute, classify, and record numerical data to keep financial records complete. Perform calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. Check the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers.

**Company: S & J Marketing (Cauayan City, Isabela, Philippines)**

**Position: Administrative Officer/Disbursing Clerk**

**Date: July 19, 2005 to February 2006**

* Handles all branches concerns and operations under the supervision of the Credit & Collection manager as the immediate supervisor and at the same time issuing checks for all the disbursement of the Credit & Collection department.

**COMPANY: S & J Marketing (Cauayan City, Isabela, Philippines)**

**Position: Accounts Receivable Encoder (AR Encoder)**

**Date: February 6, 2004 to July 2005**

* Operates a particular program for the recording of all the existing accounts receivable of the Credit & Collection Department in Main Office and from all branches.
* Post all installment transactions made every month formulating individual customer ledgers.
* Post daily collections to individual customer ledger.
* Prepare per CCIs beginning and ending balance record of all their accounts receivable.
* Prepare monthly, quarterly and yearly accounts receivable reports. These include number of installments sales made, amount of collections, uncollected and repossessed units at the end of the month, quarter and year.
* Preparing a memorandum duly signed by the C&C Manager on matters concerning discrepancy of customers records per CCI versus computer record.

**company: S & J Marketing (Cauayan City, Isabela, Philippines)**

**Position: Accounts Clerk**

**Date: October 7, 2003 to February 5, 2004**

* Initially interact with the Sales Representative (SR) whenever there were Installment applicants.
* Receive the application form of the customer.
* Log in the application to the credit transaction register
* Conduct the initial interview and when the application is approved the AC will prepare all the documents necessary for the liquidation or payment of the installment transaction.
* Keep all installment Contract Papers**.**

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| **EDUCATION QUALIFICATION** |

* College

**Bachelor of Science in Accountancy**

Saint Mary's University

Bayombong, Nueva Vizcaya,Philippines

DATE GRADUATED : April 2003

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| **PERSONAL PROFILE** |

* Date of Birth : 03 December 1982
* Marital Status : Married
* Language Known : English &Tagalog
* Hobbies : Listening Music, Reading Books
* Nationality : Filipino

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| **Declaration** |

I hereby declare that all the information furnished above is true & correct to the best of my knowledge.