

**JONALYN**

[**JONALYN.349540@2freemail.com**](mailto:JONALYN.349540@2freemail.com)

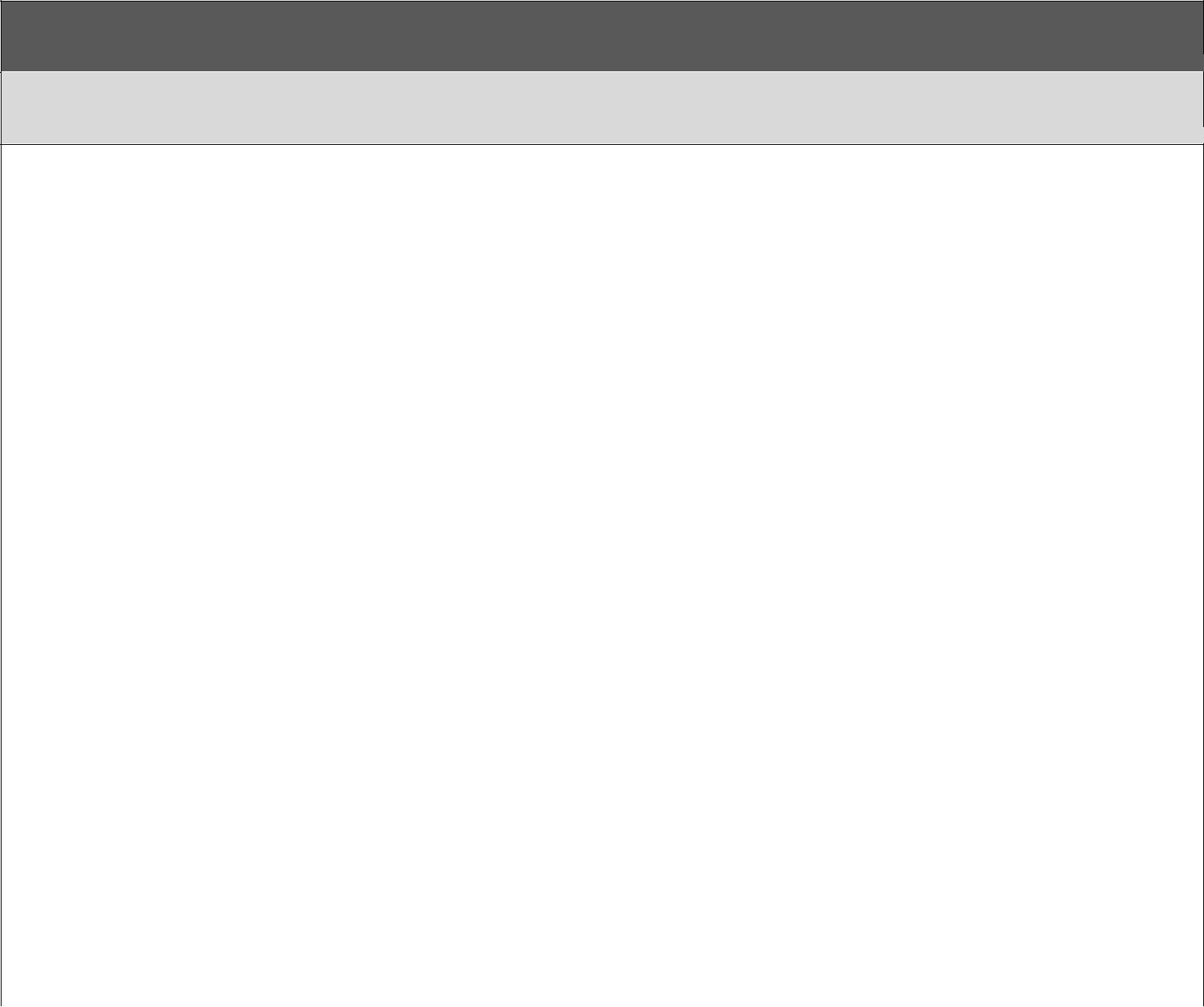
**“Self-motivated, flexible, diligent, hardworking, resourceful, result-oriented, interested in dealing with people, willing to learn and competitive”**

**Work Experience:**

**ACCOUNTANT**

**MAC Mena Group (MMG)** **May 2010 – Present**

Mediterrranean Advertising Company, Doha, Qatar



**Principal Accountabilities**

**Job Purpose**

Processes accounts payable/receivable transactions, prepares and reviews/stores payments and accurate receivables related documentation in order to contribute to accurate financial and accounting operations. Monitors and verifies payroll transactions.

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|  | **Key Focus Areas** | |  |  | **Major Activities** | |  |  |  |
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|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  Enters accounts payable/receivable information into the accounting systems. | | |  |  |
|  |  |  |  |  |  Verifies payable amounts in the invoices against the recorded payable amounts. | | |  |  |
| **1.** | | **Accounts Payable /** | |  |  | Verifies receivable amounts as recorded in the system and actual payments | |  |  |
|  |  | received. | |  |  |
|  |  | **Accounts Receivable** | |  |  |  |  |
|  |  |  | Seeks to identify any causes of mismatches observed and performs the required | |  |  |
|  |  | **Transactions** | |  |  |  |
|  |  |  |  | corrections. | |  |  |
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|  |  |  |  |  |  Verifies that all payable/receivable transactions comply with the approved | | |  |  |
|  |  |  |  |  |  | financial procedures and instructions. | |  |  |
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| **2.** | | **Cheques** | |  |  Manages weekly cheque run and records all cheques. | | |  |  |
|  |  Prepares manual cheques as and when required. | | |  |  |
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|  |  |  |  |  |  Reviews calculations of salaries and benefits as well as verifies pay amounts, | | |  |  |
| **3.** | | **Payroll (WPS)** | |  |  | hours of work, deductions and any other payroll relevant information in | |  |  |
|  |  |  |  |  |  | accordance with the WPS standard requirements. | |  |  |
|  |  |  |  |  |  | | |  |  |
|  |  |  |  |  |  Prepares monthly/quarterly/annual payable/receivable accruals and submits them | | |  |  |
| **4.** | | **Payables/Receivables** | |  |  | for the Direct Manager’s review before booking them into the system. | |  |  |
|  |  Monitors timely payments to suppliers i.e. within the credit period. | | |  |  |
|  |  | **and Accruals** | |  |  Investigates and responds to any payables related queries as received from the | | |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  | customer or from employees. | |  |  |
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|  |  |  |  |  |  | Page 1 of 4 | |  |  |

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|  |  |  Monitors due payments and seeks justification of the payment delays. |  |
|  |  |  Liaises with the Direct Superior and/ or respective service line leaders to ensure |  |
|  |  | that due payments are repaid with a minimum delay. |  |
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| **5.** | **Customer** |  Follows up with parties having outstanding due payments on a regular basis and |  |
| sends out payment reminders, as and when required, to monitor and reduce the |  |
|  | **Communication** |  |
|  | account receivable turnover days. |  |
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|  |  |  **Accounts Payable** -Under the Financial Account’s supervision, carries out |  |
|  |  | periodical reconciliation with the supplier accounts. |  |
| **6.** | **Reconciliations** |  **Accounts Receivable -** Prepares reconciliations and issues customer statements of |  |
|  |  | accounts for confirmation, to ensure that actual payments reflect the amounts to be |  |
|  |  | received. |  |
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| **7.** | **Reporting** |  Generates and prepares standard payables/receivables reports as requested by the |  |
| Direct Manager. |  |
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|  |  |  **Accounts Payable -** Under the Financial Account’s supervision, carries out |  |
|  |  | periodical reconciliation with the supplier accounts. Ensures that any payments are |  |
|  |  | based on the signed purchase orders/contracts. Is responsible to verify presence |  |
|  |  | and validity of any relevant payment prerequisites for the payment processing. |  |
| **8.** | **Documentations** |  **Accounts Receivable -** Collects and verifies all relevant accounts receivable |  |
|  |  | information from respective MMG’s employees and managers. Ensures that all |  |
|  |  | receivable amounts are accounted for and the required documents are sent to the |  |
|  |  | clients on a timely basis. |  |
|  |  |  Maintains accounts receivable customer files. |  |
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|  |  |  Assist with annual external audit. Complete requested materials. Assist in |  |
|  |  | preparing assigned schedules for the annual and interim audit. |  |
| **9.** | **Other** |  Preparation of bank reconciliations. |  |
|  Assist in the preparation, examination, and analysis of accounting records, |  |
|  | **Responsibilities** |  |
|  | financial statements, and other financial reports to assess accuracy, completeness, |  |
|  |  |  |
|  |  | and conformance to reporting and procedural standards. |  |
|  |  |  Preparation of Purchase Order to suppliers. |  |
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**ACCOUNTS PAYABLE PROCESSOR** **June 2008 – January 25, 2010**

**Unifrutti Financial Services, Inc.**

**Tibungco, Davao City Philippines**

Processes accounts payable for pineapple and papaya operations, as follows:

* Mt.Kitanglad Agri-Development Corp.= 1,100-hectare pineapple plantations.
* Wao Development Corporation= 160-hectare pineapple and papaya plantations.

**Detailed Duties and Responsibilities:**

* + Encodes &/or records accounts payables in the platinum accounting system and generates &/or processes Voucher Payables (VP). Ensures that the transactions are accurately and completely encoded &/or recorded in the A/P module PFW System.
  + Prints Voucher Payables (VP).
  + Prepares &/or generates accounts payable listing and aged accounts payable schedules.
  + Initiates posting and closing of financial transactions in the A/P module PFW system.
  + Prepares JV on adjustments and/or transactions’ for accruals.
  + Prepares SGV audit requirements on accounts payable schedules with subsequent payments report.

Page 2 of 4

* Participates physical inventory counts at various farms at Highland and Lowland farms.

**Others:**

* Prepares request for new vendor key/s for A/P module PFW system.

**DATA MONITORING CONTROLLER/AP PROCESSOR** **April 2006-May 2008**

**Unifrutti Financial Services, Inc.**

**Tibungco, Davao City Philippines**

Mainly responsible for the receiving of documents from Highland and Lowland farms.

**Detailed Duties and Responsibilities:**

* Distributes documents to the Accounts Payable Processor for voucher payable (VP) preparation.
* Initiates/prepares transmittal of signed/approved VPs to Treasury department for check payments preparation.
* Coordinates with Highland/Lowland farms contacts on unsent documents.
* Processes VPs for the following companies:
  + Super Highland Organic Banana, Inc.= 40-hectare banana plantation.
  + Wao Development Corporation= 160-hectare pineapple and papaya plantations.

**BOOKKEEPER (HOME OFFICE)** **December 2003 – April 2006**

**DURATRAK CORPORATION**

**Lanang, Davao City**

**Detailed Duties and Responsibilities:**

* Ensure the timely preparation and prompt submission of Consolidated Income Statements, Balance Sheet, Home Office Financial Statement Schedules, Jumbo Financial Statements and Financial Statement Analysis.
* Encode entries on Official Receipts, Purchase Orders, Expense Reports and Adjusting Entries
* Encode Sales Invoices, Official Receipts, Check Vouchers, Expense Reports, DM/CM, Receiving Reports, Merchandise Receipts, MST, Delivery Receipts, Purchase Orders and Other branch transactions.
* Quarterly and Year End Travel to Branches to conduct Audit and Actual Physical Inventory Count
* Inventory Costing and Reconciliation
* Daily Preparation of Sales Report
* Bank Reconciliation
* Checking of Branch Gross Profit Rate
* Reconciliation of accounts to Affiliates
* Reconciliation of Accounts Receivables and Accounts Payables
* Preparation of schedules as support to financial statement
* Maintain files and documents to ensure every series are in tacked.
* Facilitate branch concerns
* Monitor the work of other team members such as the branch bookkeepers
* Other clerical jobs and maintains 5S.

Page 3 of 4

**Educational Profile:**

**Tertiary Education:**

Bachelor of Science in Accountancy

Holy Cross of Davao College – Philippines

**Computer Literacy:**

* Microsoft Dynamics Navision Accounting Software
* SAGE Platinum For Windows

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I hereby certify that the above information are true and correct to the best of my knowledge.

**Jonalyn Abad-Aqui**

Applicant

Page 4 of 4