CASTILLO

**Dubai, United Arab Emirates**

**Email:** [**Castillo.350001@2freemail.com**](mailto:Castillo.350001@2freemail.com)

**OVERVIEW**

A highly motivated professional with over 20 years verifiable record of accomplishment. Highly creative, results-oriented, solution-focused and multi -functional individual. Areas of strength include:

|  |  |
| --- | --- |
| * Banking and Finance * General Administration * Accounts Receivable * Accounts Payable * Customer Service * Organizational Skills * Computer Literacy | * Problem Collections * Communication Skills * Time Management Skills * Secretarial/Clerical Works * Effective Team Leader * Strong Interpersonal Skills |

**HIGHEST EDUCATION**

**BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION**

*Adamson University*

*Manila, Philippines*

**PROFESSIONAL EXPERIENCES**

Description: Mail Sign

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**SITE ADMINISTRATOR cum Accountant /PRO**

Al Quoz, Dubai, U.A.E.

February 2012 to December 2016 Length of Service: ( **4 Years & 10 months** )

[](http://www.albannagroup.com/index.cfm)**ALBANNA GROUP OF COMPANIES**

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# GENERAL ACCOUNTANT

**Albanna Steel Trading**

Rashidiya, Umm Ramool Dubai, U.A.E.

January 2009 to January 2012 Length of Service: ( **3 Years** )

**http://www.feshwaristar.com/images/home_slize_61.jpg FESHWARI STAR FURNITURE LLC**

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# ACCOUNTANT/OFFICE ADMINISTRATOR

Satwa, Dubai, U.A.E.

September 2005 – December 2008 Length of Service: ( **3 Years & 3 months** )

**ACCOUNTING: ( Duties and Responsibilities)**

* Managing and handling Petty Cash fund.
* Full charge processing of all accounts receivable and payable
* Reconcile banks account statement monthly.
* Prepare Cheques / Cash Vouchers including the reimbursement of Petty Cash Fund.
* Calculate employee wages from time cards and prepare cheques for payment of wages.
* Prepares Cash Disbursement, Cheque and Cash Flow.
* Computing gratuity, leave salary and other benefits of the employees.
* Monitoring the payment for Dewa and Etisalat for all the Group accounts.
* Input Daily Sales, Expenses and Purchases to Accounting and Stock Control System. (Tally 9)
* Verifies, allocates and posts details of business transactions to subsidiary accounts in journal or computer files from documents such as sales slips, invoices, receipts, check stubs and computer printouts.
* Compile reports to show statistics, such as cash receipts and expenditures, accounts payable and receivable, profit and loss, and other items pertinent to operation of business
* Prepare correspondence if necessary.
* Handling all their personal properties of all the owners such as payments of Security deposit, Service charges, and other related to their properties.
* Conduct monthly inventory.
* Prepare monthly statement of account for the suppliers.
* Summarizes details in separate ledgers and transfer data to general ledger.
* Establish customer credit lines and set up credit accounts.
* Liaise with internal and external auditor, banks and local suppliers.

**ADMINISTRATIVE: ( Duties and Responsibilities)**

* Answers phones and responds to requests from the clients, Site supervisors, Project managers and from the head office.
* Tracks, controls and organizes documents in various systems.
* Ordering and maintaining stationery and equipment supplies.
* Assisting the Management team with the reports ( Daily, Weekly & Monthly).
* Sorting and distributing incoming post and organizing and sending outgoing post.
* Establish work priorities, ensure deadlines are met, ensure procedures are followed, carry out administrative activities of establishment.
* Checking and responding to emails as required on Outlook. Taking messages and passing onto the relevant persons.
* Preparing daily and permanent pass both workers and visitors to the Oil Terminal Berth and to the Port of Fujairah.
* PRO activities such as renewal of permits and branch trade license etc.
* Also look after the travel requirements of company employees for their vacations.
* Co-ordinate and plan for office services such as accommodation, relocation, equipment, supplies, forms, and disposal of assets.
* Coordinates as necessary to ensure a timely and complete review process involving working drawing submittals.
* Daily schedule of drivers for workers and documents to send in main office and in other different sites.
* Inventory and order necessary office supplies.
* Oversee equipment maintenance, purchases, rentals and record keeping.
* In-charged to all company memorandum and outgoing correspondence.
* Directing incoming calls and sending fax transmission.
* Also do secretarial works such as daily appointment, meetings and conference of my superior.
* Major clients **EMARAT, SOCAR AURORA TERMINAL, FUJAIRAH REFINING CO., VOPAK TERMINAL, FUJAIRAH OIL TANKER TERMINAL and GULF PETROCHEMICAL.**

**COMPUTER SKILLS**

Proficient in **Microsoft Word, Excel, Powerpoint, Outlook, Internet** **Surfing,** **Internet Emailing and Accounting Control System (Tally 9).**

**PERSONAL INFORMATION**

Birth Place : Nueva Ecija, Philippines

Religion : Christian

Citizenship : Filipino

Language Spoken : English & Tagalog

Visa Status : Employment Visa (cancellable anytime)