

PAMELA

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**Objectives:**

To obtain an **Accounting Position**, to provide quality service for professional growth in accordance with company’s mission, to utilize and to enhance knowledge and skill in the practice of the profession.

**Skills and Competence:**

* Hardworking and possesses good communication skills
* Computer literate ( MS Excel, MS word, Powerpoint & Microsoft Outlook)
* Knowledgeable in Quickbooks Premiere Edition accounting software, Peachtree, SAP Business One
* Capable of working under time pressure even with minimum supervision
* Goal oriented and dedicated with a positive mental attitude
* Successfully able to handle and prioritize multiple tasks
* Strong analytical and problem solving skills
* Able to communicate well in writing
* Committed and dedicated towards work

**Professional Work Experience:**

**Arabian Gulf Commercial Publications Editing LLC**

May 12, 2015 to Present

*Position:* **General Accountant cum Admin**

*Company Profile:*

Arabian Gulf Commercial Publications Editing LLC is a publishing company, which also provides web designing and comprehensive reference guide for Products and Services to Oil and Gas industry in Middle –East region since 1980

*Responsibilities:*

* Overall in charge in recording and maintaining company’s accounts bookkeeping on a daily basis using Peachtree.
* Preparing invoice and review accounts receivable on a monthly basis, reconciliation with customers and accounts adjustment. Handling debit notes and credit notes.
* Preparing receipt vouchers, payment vouchers, journal vouchers and statement of accounts for the clients/customers
* Reconciliation of Cash in Bank balance, includes petty cash, check voucher, deposited and undeposited checks
* Prepares & process WPS Payroll, annual leave and final settlement as per UAE labour
* Coordinates with bank for Cash/Cheque deposits & withdrawals, statements, bank transfer and Online Banking
* Act as office administrator in the absence of the General Manager
* Provide secretarial support to the General Manager by encoding correspondence, reports & documents, handling or screening of incoming calls and random visitors, arranging meeting with various departments & clients
* Coordinate with the PR department for visa/labour processing, courier booking, making travel arrangement and hotel bookings for guest & the General Manager
* Set-up and maintain General Manager’s office correspondence files and personal files of staff and ensure safety and confidentiality
* Monitor the sales representative’s daily plan & sales report thru preparation of centralized sales reports, booking orders and approved artworks
* In-charge for the distribution of directories with proper labelling within U.A.E and around the world

**Wert Philippines Inc.**

January 12, 2009 to March 08, 2014

*Position:* **Accounting Specialist – Accounts Receivable & Inventory**

*Company Profile:*

Wert Philippines Inc. is a drug company duly registered with the Philippine Bureau of Food and Drug as a distributor, trader and importer of Generic and Branded pharmaceutical products.

*Responsibilities:*

* Ensures that all reports, schedules and documents are prepared accurately upon deadline or request
* **SALES** – encodes new client through system, timely preparation and encode invoicing, validate order and credit approval.
* **ACCOUNTS PAYABLE** – check vouchers, payments entries, documents such as purchase order (PO), delivery receipt (DR) and sales invoice(SI) and accrual schedules as to its accuracy and completeness
* **ACCOUNTS RECEIVABLE** – closely monitor accounts receivable, preparation of monthly aging of receivables, prepare and send statement of account to clients with overdue accounts. Assist and explain if there are reconciling items with regards to client queries, Handle customer receivable inquiries.
* **INVENTORY** – assist in monthly inventory count of finished goods and verify the inventory with our records to rectify errors and report reasons for discrepancies, work closely with Warehouse Specialist for monitoring and management of stocks in the warehouse ( near expiry and disposal),assist in quarterly inventory count of raw and packaging materials, work closely with Regulatory & Provision Department to communicate accurate inventory levels and stock-out status
* **Treasury Accounting** – also handled a treasury position which includes deposit of collection and cash on hand on a regular basis, responsible for updating passbooks and monitoring on-line deposits, keep track on all transactions entries reflected in the passbook, posting of payments in system under Make Deposit module. Ensure that correct customer amount paid and bank it was deposited was selected prior to saving the transaction, keep custody of Post Dated Checks (PDC) and Supplier’s unreleased checks, prepare of Daily Collection Report, closely monitor receivable's from clients by communicating with them via phone, email, mail or personally. Take notation of client's commitment for payment and make timely follow up
* **Reconciliation of Cash in Bank balance**, includes petty cash, check voucher, deposited and undeposited checks
* **Others** - training for customer care specialist, can act as a customer care specialist and attend to queries of clients, schedule pick up of product with clients preferred shipper, assist AM’s,DM’s,logistics, marketing concerns if there are inquiries, makes decision and provide solutions if there are challenging issues to resolve, coordinating with team members and other internal departments of the organization, other related task may assigned that from time to time

**Photo-Alley Commercial**

April 5, 2005 to September 30, 2008

*Position:* **Accounting Staff**

*Company Profile:*

Photo – Alley Commercial distribute Kodak Professional Products in the Philippines. We cater needs for films, photo papers and photo chemicals of labs, studious, photographers as well as digital machine. Our sister company is Photo – Kit Commercial distributor of Sanyo Batteries in the Philippines.

*Responsibilities:*

* Ensures that all reports, schedules and documents are prepared accurately upon deadline or request
* **SALES** – encode commercial invoice, receives bills payment such as cash charges or pdc check payments, make summary of monthly sales report
* **ACCOUNTS PAYABLE** – check vouchers, payments entries, documents such as purchase order (PO), delivery receipt (DR) and sales invoice(SI) and accrual schedules as to its accuracy and completeness
* **ACCOUNTS RECEIVABLE** – monitor and audit statement of accounts (SOA) entries made by collecting officer
* **INVENTORY** – makes physical count every end of the month, ensures completeness and accuracy of documents such P. O and necessary adjustments are made if there are discrepancy
* **PURCHASES** – receives items and enter bill, prepares summary list upon request of customers
* **General Accounting** – checks completeness of accounting entries to quickbooks premier accounting software
* **Reconciliation of Cash in Bank balance**, includes petty cash, check voucher, deposited and undeposited checks
* **Business Correspondence** – includes quotations to customers, proposal, memos, letter of complaint, demand letter, inquiry etc.
* **Email** – inquiries to supplier, make purchase order and confirmation of telegraphic transfer (t/t) payment

**Educational Background:**

***Tertiary:*** University of the East (UE – Manila)

* Graduated with the Degree of Bachelor of Science in Accountancy: May 2004
* Active member of the Junior Philippine Institute of Accountants (JPIA)

***High School:*** Laoac National High School

* Graduated 3rd Honorable Mention:

March 1999

***Elementary:*** Anisca Elementary School

* Graduated Salutatorian: 2nd Honor

March 1995

**Training and Seminars Attended:**

* The Revelations (Current Trends, in CPA Board Exams) February 24, 2004
* BS Internal Auditing on the Edge, January 22, 2004
* Negotiating Skills, September 19, 2003
* Inaugural Accounting Lecture Series, Financial Instrument
  + Part I September 10, 2003
  + Part II November 19, 2003
  + Part III February 15, 2004
* Parliament Government, August 2003
* Knowing your Personality and Style, August 22, 2002

**Awards: Wert Philippines Inc.**

* 2011 Employee of the Year
* 2012 Employee of the Year
* Certificate of Appreciation : Loyalty Award 5 years of service

**Personal Data:**

*Birthday:* October 20, 1982

*Status:* Single

*Religion:* Roman Catholic

*Visa Status :* Residence Visa/Employment Visa transferrable

**REFERENCES:** Upon Request