Email: alma.358003@2freemail.com

Abu Dhabi, UAE

**OBJECTIVE**

To work as an Accounting Staff in a leading and established institution preferably in Abu Dhabi.

**Work Experience**

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| **Branch Accountant** February 2012 to March 2017 (5 Years) | Community Access For Resources On Entrepreneurship (CARE) Foundation, Inc.Isulan, Sultan Kudarat |

**Job Description:** My responsibility as Branch Accountant (BA)is to support and provides reports to Branch Manager regarding the supervision of financial transactions, control of cash management, accounting procedures, administrative, bookkeeping and other relevant tasks. Moreover, Branch Accountant prepares and submits reports and updates requested by the FAD Head vis-à-vis accuracy and timeliness. BA is responsible for the implementation of the accounting standards and procedures, and accounting software and systems.

In addition to the main area of BA responsibility of this position is to ensure that all aspects of branch accounting works and financial management run smoothly, that all branch accounting reports and deadlines are met, that suppliers or service providers are paid accurately and on-time manner, and that customers are properly given official receipts. The BA is also responsible for ensuring that all company policies on financial and accounting control are properly followed and implemented and management information is well prepared and correctly collated on a timely basis.

**Duties and Responsibilities:**

*General Tasks:*

* Responsible for the overall accounting transactions
* Ensure the completeness and correctness of all required documents
* Preparation of Financial Reports
* Ensure that accounting policies and procedures are implemented consistently
* Timely submission of Financial Reports

*Specific Tasks:*

* Check and Review of the Check Voucher
* Issuance of the Official Receipts
* Preparation of the Journal Voucher
* Posting of the Journal Voucher in the General Journal
* Preparation and Updating of the General Ledger
* Preparation of the Monthly Bank Reconciliation
* Preparation of Daily Cash Position Report
* Preparation of the bi-monthly Cash Position Report
* Preparation of the monthly, semi-annual and annual Trial Balance
* Preparation of the monthly, semi-annual and annual Balance Sheet
* Preparation of the monthly, semi-annual and annual Income Statement
* Preparation of the Monthly Schedule of Accounts
* Preparation of the Monthly Statement of Cash Flows
* Preparation of the Monthly Schedule of Asset Lapsing
* Preparation of the Projected Weekly and Monthly Cash Flow
* Preparation of the Notes to Financial Report
* Preparation of the Aging of Loans Receivable
* Preparation of the Monthly PESO Analysis
* Preparation of the Monthly SCORECARD
* Preparation of the Monthly Reconciliation of Reciprocal Accounts
* Preparation of Alpha List (Withholding tax on Compensation and Expanded)
* Responsible for the Safety & Security of Check Booklets
* Responsible for the Safety and Security of the Vault

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| **Accounting Staff, Cashier, Part-time Accounting Instructor**October 2010 to January 2012 | Southern Tech College Foundation Inc. Bayawan City, Negros Oriental  |
| **Auditing Aide**August 2000 to December 2000 | Commission on Audit- University of Southern MindanaoKabacan, North Cotabato |
| **Job Order Clerk**August 1998 to February 2000 | Commission on Audit - National Food AuthorityIsulan, Sultan Kudarat   |

**EDUCATIONAL QUALIFICATION**

**BS Accountancy (1994 to 1998)** Notre Dame University-Cotabato

**Skills & COMPETENCIES**

- Microsoft Office Application

- Good in handling complaints & complicated clients

- Motivated and Goal Oriented

**-** Excellent in communication/presentation skills

- Excellent analytical and problem solving skills

**PERSONAL DATA & REFERENCE**

Available upon request