**MARVIN.359153@2freemail.com**

**MARVIN**

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| **PERSONAL SUMMARY**A highly organized, detail orientated and dependable professional who has the ability to apply my accounting knowledge and experience to a diverse range of financial issues. I am a hard-working, dedicated and ambitious Accountant who possesses strong theoretical and practical knowledge accounting principles. As a superb communicator I am able to get the best out of junior staff, and on personal level has a desire for continual professional growth. Right now I am looking to work for a company where study support is offered along with career progression opportunities and a good working environment.**CAREER HISTORY****ACCOUNTING OFFICER** – August 5, 2013 – September 24, 2016Employers name – **ALMARAI COMPANY****Riyadh, Saudi Arabia** Duties;* Administer all accounts and budgets for various departments
* Assisting with the preparation of accounts.
* Coordinate with internal and external auditors and manage work of all accountants.
* Collaborate with accounting and finance team and prepare financial statements on a monthly basis.
* Update the fixed asset register for each addition of assets on the basis of disbursement or Journal voucher
* Ensure that necessary books of accounts like cash book, ledgers etc. are prepared.
* Prepare ageing analysis every month in coordination with Debtor’s Accountant
* Allocating the monthly payment of customer on Accounts.
* Preparing collection report on monthly basis.

**ACCOUNTS ASSISTANT** – July 3, 2011 – September 4, 2012Employers name – **DAEWOO ENGINEERING & CONSTRUCTION CO**.Oran, AlgeriaWorking as part of a team that is responsible for making sure that the flow of costs and revenues between the various projects, regions and people is accurately accounted for and managed.* Reconciling petty cash.
* Balance sheet reconciliations.
* Salary entry and reconciliation.
* General ledger entry including accruals and prepayments.
* Assisting internal/external auditors with queries.
* Resolution of invoice queries including credits.
* Assisting with ledger duties, cash books and payroll.
* Communicating clearly and effectively with the accounts team.
* Monthly / quarterly management accounts preparation.
* Assisting in the preparation of year end accounts for clients.
* Recording all accounting transactions using SAP
* Prepares journal entries, cash, and inter-fund transfers.

**ACCOUNTANT** – November 5, 2007 – November 02, 2010Employers name – **SAUDI ARABIAN TRADING & CONTRUCTION CO. (SATCO**)Doha, QatarInvolved in working within a financial accounting team and responsible for preparing, examining, and analyzing accounting records, financial statements, and other financial reports.Duties;* Reporting to senior managers regarding the company’s finances.
* Advising on the financial implications and consequences of business decisions.
* Processing year end accounts.
* Detecting and preventing financial fraud.
* Writing up forms and manuals for accounting and bookkeeping personnel.
* Accurately and promptly processing documentation.
* Preparing monthly reconciliations of balance sheet accounts.
* Supporting senior management in specific investigations into departmental management accounts.
* Dealing with any financial irregularities as they arise.
* Investigating outstanding items and resolving financial discrepancies.
* Preparing annual financial statements.
* Carrying out any other accounting related duties as assigned by the Accounting management.
* Collecting raw financial data.
* Conducting regular business reviews of financial performance.
* Preparing standard accounting reports and summaries for financial analysis.
* Supporting team members on all accounting issues.
* Reviewing the company’s financial systems.
* Prepares journal entries, cash, and inter-fund transfers.
* Recording all accounting transaction using Tally.

**ACCOUNTING CLERK** – October 17, 2002 – October 17, 2007Employers name – **FBF INDUSTRIAL SALES & SERVICES**Balanga, BataanResponsible for working as part of the accounting team and primarily in charge of keeping financial records up to date and helping to prepare accounts.* Carrying out general accounting and administrative duties as necessary.
* Balancing monthly accounts.
* Responding to vendor, auditor and employee inquiries regarding invoices.
* Producing accurate financial statements.
* Completing tax returns.
* Typing correspondence, reports, and letters.
* Ensuring that the cash recorded by the cashier agrees with bank records.
* Daily cashbook management.
* Auditing accounts for accuracy.
* Preparing wages and managing claims for expenses.
* Arranging purchase orders
* Managing day-to-day internal controls.
* Reconciling monthly statements.
* Performing any other related duties as assigned by the Senior Accountant.
* Prepare daily income/sales and prepare daily journal entry
* Compile monthly reports
* Investigate and collect returned items
* Preparing bidding documents and bidding proposals
* Maintains manual inventory system for all the materials and supplies
* Performs general office works such as maintaining and organizing files & clerical task.
* In charge of renewing business license every year for business operation.
* Monitoring and follow ups of shipments, ordered to suppliers to avoid delays
* Collection of receivables from client.

**KEY SKILLS AND COMPETENCIES*** Ability to effectively present financial information to all levels verbally and in written reports.
* Knowledge and experienced of SAP & TALLY
* Being accurate under pressure.
* Ability to perform analytical functions and resolve accounting issues.
* Considerable knowledge of modern office methods, practices, procedures, and equipment.

**ACADEMIC QUALIFICATIONS** Columban College – Accounting Degree 1995 - 2000Bataan National High School – Secondary 1989 - 1993Capitangan Elementary School – Primary 1983 – 1989**VISA STATUS**Visit Visa valid until April 29, 2017 |