**[MARVIN.359153@2freemail.com](mailto: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, 2016  Employers 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, 2012  Employers name – **DAEWOO ENGINEERING & CONSTRUCTION CO**.  Oran, Algeria  Working 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, 2010 Employers name – **SAUDI ARABIAN TRADING & CONTRUCTION CO. (SATCO**)  Doha, Qatar  Involved 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, 2007  Employers name – **FBF INDUSTRIAL SALES & SERVICES**  Balanga, Bataan  Responsible 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 - 2000 Bataan National High School – Secondary 1989 - 1993 Capitangan Elementary School – Primary 1983 – 1989  **VISA STATUS**  Visit Visa valid until April 29, 2017 |