**SAREL**



[**SAREL.360438@2freemail.com**](mailto:SAREL.360438@2freemail.com)

**Almost 7 years experience in accounting. Have good back ground in general accounts, payables, receivables,administration and secretarial. Always stays on top of assigned tasks. Skills includes team work, good communication, attention to details, interpersonal skills, time management and adaptability. Traits include honesty, trustworthy and friendly.**

**Objective:**

Hardworking management accountant seeking for a position to contribute and share my years of experience, skills, and knowledge affecting the company’s growth & success.

**Work Experience**

**A. Shekarian Group Company LLC- Business Bay, Dubai, UAE (February 2015 till Present)**

**ACCOUNTANT cum SECRETARY**

* Prepares Financial Report and Present Directly to CEO.
* Creates Budgets & Forecast and report to management regarding the finances of company.
* Maintain accounting control and investigate/reconcile when discrepencies occur.
* Daily Book-keeping (prepares Journal,Payments,Receipts Vouchers ).
* Recording in the accounting system all cheques received as payments from customers and regularly following up and update any balances of customers by sending e-mails or phone calls.
* Prepare and issue Post Dated Cheques and adjust it in the system after cleared and carefully monitoring all Cheques issued to ensure that there is enough balance in the bank.

* Weekly Bank Reconcillation and generate in the accounting system the banks account statement and submit to financial manager.
* Monitors stocks inventory in the system and inform the purchasing manager and warehouse manager.
* Responsible in preparing qoutations and computing Sales Price of Oil & Gas items after the manager confirms profit rate.
* Managing staff payroll, monitoring staff leave and absences, and responsible for WPS.
* Filing Documents (banks,customer files,sales invoices etc.)
* Reply multiple e-mails, answering customer and supplier queries by mail, and answer phone calls for any queries that are related to accounts.
* Monitoring and pay personal property mortgages and supervise the maintenance of each properties for rent whenever a tenant has complaint.
* Performs administration and reception work.

**B.) NOVOLED INC. Philippines (2010-2014)**

**1.) BRANCH MANAGER (2013-2014)**

* Coordinated with the BOD on matters and concerns for approval and legislation.
* Planning and monitoring the activities of the branch.
* Work on achieving the target receivable and profit for the month.
* Conceptualize and develop other business venture and lending products.
* Promotion and marketing of Micro Finance Services.
* Final approval of loan amount availed by clients.
* Directed and supervised the accounts officer, administrative assistant, bookkeeper and disbursing officer.
* Rating the individual staff performance.
* Administered the proper maintenance of all the properties of the branch.

**2.) ACCOUNTANT cum ACCOUNTS RECEIVABLE CLERK ( 2010-2013)**

* Prepared and maintained financial and accounting records, journal vouchers and book of accounts.
* Prepared monthly financial statements and ensured submission to the manager on or before the deadline.
* Regular updating of loan ledgers and prepares reports on portfolio at risk and past dues.
* Regular follow-up of payments, always reminding clients if there are irregularities or delayed payments.

* Records all financial transaction at the general book of accounts.
* Resolving client queries
* Responsible in the loan portfolio management system.
* Preparing Bank deposits.
* Systematic filing of loan and financial documents.

**C.) GLOBAL LINK MANAGEMENT INSTITUTE, Philippines (2009)**

**CASHIER/BOOKKEEPER**

* Handling the cash transactions of the organization
* Prepared check disbursement and other related payment of bills.
* Prepared check vouchers and attach necessary supporting documents.
* Received cash/check remittance.
* Issue receipts and change to customers.
* Sort and count currency and coins.
* Ensured that cash collections be deposited intact in the bank and attended to any bank-related transactions.
* Maintain daily/ weekly report or transaction.
* Respond to customer’s complaint.
* Developed several excel spreadsheet macros currently in use for reducing entry time.
* Answering phone calls.
* Keeping the work area tidy and clean.