****

**GRETCHEN MBA**

[**GRETCHEN.361845@2freemail.com**](mailto:GRETCHEN.361845@2freemail.com)

**CAREER OBJECTIVE**

Accounts Executive with an MBA and 9+ years experience seeking to leverage my analytical and professional expertise to grow in the new role of Accountant. Note: Since my last full time employment in late 2014, have been focused on graduate school and reviewing entrepreneurial possibilities.

**HIGHLIGHTS OF QUALIFICATIONS**

Highly driven professional with 9+ years of extensive experience in accounting. Well discipline with proven ability to lead the team and to manage multiple tasks efficiently and effectively. Being able to work in a fast-paced environment, highly trustworthy, assertive, ethical, multi-tasking, committed and self-motivated. With above average degree of organizational, time management and analytical skills in contribution to company’s success. Possess strong listening, writing and speaking English skills and good overall knowledge of Microsoft Office, advance in Excel. Other skills include knowledge in SAP accounting software, Peachtree and In-house medical software. Key competencies include:

* Accounts Receivable/Payable • Audit Preparation • Bank Reconciliation
* Cash Flows • Budgeting & Planning • Taxation
* General Ledger Accounting • Financial Reporting • Payroll
* Revenue/Expense Analysis • Inventory Management

**EDUCATION**

* **Executive Master of Business Administration (Taught Courses) – June 2015**

University of Hull, United Kingdom

* Bachelor of Science in Accountancy - April 2006

Philippine School of Business Administration, Philippines

**PROFESSIONAL EXPERIENCE**

2007 April to **SINGAPORE MEDICAL GROUP LIMITED, SINGAPORE**

2014 December ***Executive (Accounts)***

***FINANCIAL STATEMENTS ANALYSIS AND REPORTING***

* Prepare accounting records, financial statements to assess accuracy, completeness, and conformance to reporting and procedural standards
* Oversee full sets of Accounts of handled subsidiaries: International and Local
* Direct reporting to Chief Financial Officer regarding the finances and other technical activities
* Assist internal and external auditors, CFO and management team to ensure a clean and timely yearly audit
* Maintains financial security by following internal controls
* Responsible for timely Goods Service Tax (Taxation) and other government submissions
* Propose and analyze budget that compare budgeted costs and actual costs for the subsidiaries handled
* Establish chart of accounts and assign entries to proper accounts for newly opened subsidiaries in SAP and medical software

***SUPERVISION AND COORDINATION OF OTHER ACCOUNTING ACTIVITIES***

* Ensure available cash count in weekly basis and salaries and consultancies for monthly basis
* Prepare Doctor’s payroll and Consultancy Fee at the end of the month
* Liaise with the bank regarding Patients’ refunds, Medisave, Insurance Claims (Singapore government agency), Opening of bank account, and other bank matters
* Supervise monthly inventory of handled subsidiaries
* Supervise and review work delegated to assistants/subordinates and Admin team in their daily work
* Inspect the lists of tangible assets and rejected inventories
* Analyze the accounts of international partners in Indonesia, Cambodia, Russia and Vietnam for financial reporting

***KEY ACHIEVEMENTS:***

* *I managed to sustain available cash whenever emergency shortage in the group*
* *I achieved to find and reduced the discrepancies of monthly Inventory*
* *I accomplished to report on time on weekly basis*
* *Negotiated to waived off bank fees/charges for change mode of payment*
* *Awarded for achieving the Health & Wealth 2012 (Perfect Attendance)*
* *Honored for the scholarship in Postgraduate studies*
* *Put full custody by CEO in computing Doctor’s Payroll*
* *Recommended some financial actions by analyzing accounting options*
* *Take ownership and accountability for subsidiaries issues*
* *Appreciated for being Long & Meritorious Employee for 5 years service in 2012*
* *Created a Medisave & Insurance tabulation checking in Excel Format*

2006 December to **NATIONAL REINSURANCE CORPORATION OF THE PHILIPPINES**

2007 March ***Accounting Staff***

* Ensure accuracy of posting of Statement of Accounts under Life and Non-Life Local Treaties, Life Foreign Treaties and Facultative
* Maintain Post Journal Voucher, collection/disbursement and adjustment to subsidiary ledger
* Reconcile overall ledger balances against general ledger balances and Statement of Accounts and confirm accounts thereof
* Prepare Statement of Accounts (billing) of ceding companies, monthly Aging of Accounts, schedule of balances and other related reports
* Ensure that the accounts reflected in the billing are all due and outstanding
* Maintain files and records of reinsurance transaction for Non-life and Life business

2005 April to **ACS CATERING SERVICES, PHILIPPINES**

2006 July ***Accounting Clerk***

* Verifies invoices subject for payments
* Keep superior informed of activities and decision especially on matters for which may held responsible to client
* Ensure that receivables and liabilities are tie up with ledgers and journals
* Keep tract and evaluate the status of accounts for every client made
* Monitor/Check tangible assets and capital items for the year-end count

**SEMINARS & TRAINING ATTENDED**

* SAP Training
* Goods Service Taxation Seminar
* In-house Software Training

I, HEREBY CERTIFY that the above information is true and correct to the best of my knowledge and belief.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_