JENNIFER

JENNIFER.362340@2freemail.com

**Summary**

Professional Accountant and Bookkeeper with more than 12 years of experience with accounts receivable and payable, offering strong work ethic and determination on tasks completion on time, trusted Personal Assistant capable of maintaining open line communication among senior executives, board members, shareholders, middle management and administrative staffs.

**Accomplishments**

* Operated computers programmed with accounting software to record, store, and analyze information.
* Trained staffs successfully in all office systems, databases, policies and procedures while focusing on minimizing errors and generating best results.

**Skills**

* Cash flow analysis
* Excellent communication skills
* Expert in customer relations
* Spreadsheet management
* Administrative experience
* Flexible team player
* Thrives under pressure
* Flexible team player
* Solution-oriented
* Effective time management

# Professional Experience

**04/2011 to Present Accountant -Bookkeeper**

**Royalty Petroleum Trading FZC- Al Nahda2 – Dubai, UAE**

**Nature of Business: Retailer of Marine Gas, Oil, Fuel Oil & other Petroleum products**

* Purchase and monitor office supplies and equipment as per management approval.
* Process timely payment of supplier invoice either by cash, cheque or bank transfer.
* Response to supplier queries regarding purchase, invoice balances and payments.
* Review collection reports determining the status of collections and amounts of outstanding balances.
* Prepare and issue invoices to customers.
* Ensuring all incoming cheques is deposited on time.
* Prepare monthly bank reconciliations, record deposits, withdrawals and cash receipts.
* Maintain petty cash fund.
* Supervise daily cash positions of bank accounts.
* Calculate daily and weekly plan of cash flows and initiate the discussion when necessary.
* Maintain confidential information, such as pay rates and bonus targets.
* Generate information to the accountants and auditors for the preparations of company's financial statements.
* Prepare and ensure correct documentation attach for monthly payroll via WPS and bank online transfer.
* Maintain an orderly accounting filing system.
* Assist management finalization of the annual expense plans.
* Prepares monthly and annual expense forecasts, including any necessarily recommended action required to manage costs to achieve budget.
* Handle travel arrangements for the manager when needed.
* Provide general clerical and administrative duties like photocopying, faxing, email sorting and filing.
* Accurately maintains outlook calendars from time to time.
* Arrange meetings and conference call as needed.

**07/2005 to 03/2011 Accountant- Admin assistant**

**Al Ahsa Star General Trading, LLC – Dubai, UAE**

**Nature of Business: Distributor of Optical Frames and Sunglasses**

* Handled invoice preparation and reconciliation of monthly statements.
* Collected and reported monthly expense variances and explanations.
* Reconstructed accounting records from clients cheques and cash receipts.
* Handled accounts payable and accounts receivable.
* Managed inventory more than 100,000 pieces model supplies of sunglasses and frames.
* Studied and resolved invoice and billing problems.
* Monitored receivables from both local and international market.
* Delivered invoices for both local and international goods purchased and sold.
* Monitored monthly sales report.
* Reviewed and coordinated daily ordered products from the store-keeper.
* Prepared payments purchased and sold commodities.
* Processed payroll and commission attendance sheet for staff.
* Tracked shipments order for both local and international.
* Answered queries, ensure and validates information accordingly.
* Arranged meetings, appointment and travel schedule for manager.
* Performed administrative, general and clerical support such as email, scan, fax, and copy.
* Initiated and set up work procedures and maintain filing systems.
* Liaised and organized internal contacts to prospective clients and suppliers.
* Managed and actively involved in any tasks assigned.

**12/1993 to 06/2005 Senior Accounting Clerk**

**CAP Philippines Incorporation – Makati, Philippines**

**Nature of Business: Pre-Need Educational Plan/Life and Non-Life Insurance**

* Delivered and controlled Debit/Credit advice to the affiliated companies.
* Prepared monthly schedule of advances.
* Reconciled and analyzed the advances to/from affiliates and transitory accounts.
* Maintained entries, encodes, and file incoming Debit/Credit memo.
* Reconciled all banks account.
* Prepared request for excess payments, termination values and scholar's credit on fully paid plans by subscribers.
* Prepared and analyzed salary deduction of employees with personal charges and loans.
* Handled amortization of Leased Hold and building improvement.
* Monitored manual encoding and editing of staffs earnings and deductions based on manual vouchers.
* Supervised four accounts receivables clerks.
* Performed such other functions assigned from time to time.

**Education**

Bachelor of Science in Accountancy (BSA)

University of the East (UE), CM Recto, Manila Philippines

**Personal Information**

Enjoy team sports like running, walking, dancing, reading and watching movies.

Nationality / Citizen: Filipino (born in Manila, Philippines) Language: English, Tagalog Relocation: Willingness to relocate both Domestic and International