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| MARITES [MARITES.363443@2freemail.com](mailto:MARITES.363443@2freemail.com) | **Curriculum Vitae** |

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| C:\Users\Pess\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Word\IMG_2644.jpg  **Personal Data:**  Nationality : Filipino  Marital Status : Single | **Language:**  Filipino  English |  | More than 15 Years working experience in the field of Accounting, Audit, Finance and Admin. ACADEMIC CREDENTIALS Graduated with Bachelor Degree in Accountancy from University of Nueva Caceres, Naga City, Philippines  **CORE COMPETENCIES**   * Full cycle of Accounting from recording, summarizing, closing and reporting * Internal Audit from planning to preparation of audit report, discussion and follow up. * Documentation and preparation of Policies & Procedures manual * Procurement from requisition, negotiation, PO, delivery follow-up and receiving * Cash management, PA/Secretarial and admin |

## FIELDS / AREA OF EXPERIENCE

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| **Accounting:**   * Accounts Receivable * Accounts Payable * Project Accounting * Documentation * Policies & Procedures   **Financial Reporting:**   * General Ledger * Adjusting Entries * Balance Sheet * Income Statement * Cash Flow   **Finance:**   * Bank Reconciliation * Cash Flow Forecast * Budget * Petty Cash | **Auditing:**   * Financial Audit * Compliance Audit * Operations Audit * Internal Control * Accounting Data * Revenue Reporting * Inventory Audit(Interim and Year-end) * Preparation of formal audit reports   **Procurement:**   * Purchase Requisition * Quotation & Price Negotiation * Purchase Order * Delivery Follow Up * Receiving & Reporting  Administrative:  * Correspondence, memo and reports * Schedule, travel, meetings and minutes |

## DUBAI SUMMARY OF WORK EXPERIENCE

## More than 4 years of working experience from July 2012 to November 2016.

### GLOMACS **|** Training & Consultancy AL GHURAIR CONSTRUCTION | Construction

ACCOUNTING EXECUTIVE GENERAL ACCOUNTANT, PROCUREMENT OFFICER

#### MIRADOR INTERIORS **|** Interior Fit Out

#### INTERNAL AUDITOR CUM PERSONAL ASSISTANT

**NOTABLE ACCOMPLISHMENTS**

* Conducted User Testing for ORACLE Systems development upgrade
* Reviewed and documented existing policies and procedures and recommended improvement
* Eliminated manual process by automating using Microsoft Excel Macro and Conditional Formatting
* Revised and devised Forms (Procurement, Petty Cash & Bank Reconciliation)
* Prepared Policies and Procedures (Petty Cash)
* Updated monthly bank reconciliation and closed reconciling items
* Implemented systematic procedures and enhancement to the existing reports and process

## PHILIPPINES SUMMARY OF WORK EXPERIENCE

With 9 years working experience in the field of audit, specifically Financial, Compliance & Operations Audit and 7 years in Financial and General Accounting & Reporting.

### Telecommunication | 5 Years

#### GLOBE TELECOM**|**SENIOR ACCOUNTANT

### School | 2 Years

### SYSTEMS TECHNOLOGY**|**FINANCIAL AUDIT OFFICER

### Healthcare Services/Trading | 4 Years

### INTERNATIONAL SOS |FINANCIAL ACCOUNTANT

### PMC | INTERNAL AUDITOR

### Fast Food Restaurant | (4 Years)

### WENDY’S & KFC | INTERNAL AUDITOR

### Auditing Firm | 1 Year

### SGV & COMPANY | EXTERNAL AUDITOR

## INTERPERSONAL QUALITIES

* Result-oriented and willing to explore and adjust out of convenient zone
* Flexible and with high degree of analytical skills
* Resourceful, positive and willing to learn
* Honest and with strong sense of integrity
* Strong personality and matured disposition
* Able to handle pressure and conflicts well
* Communicate well (oral and written)
* Patient and not easily intimidated
* A team player that can relate well with people

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| **IT & BUSINESS SYSTEM SKILLS**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Excel |  |  |  |  |  | | Word |  |  |  |  |  | | Powerpoint |  |  |  |  |  | | SAP |  |  |  |  |  | | ORACLE |  |  |  |  |  | | PROFESSIONAL SKILLS  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Organization |  |  |  |  |  | | Analytical |  |  |  |  |  | | Communication |  |  |  |  |  | | Detail Oriented |  |  |  |  |  | | Leadership |  |  |  |  |  | |

## TRAININGS

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| IFRS | May 24 – 26, 2006  Essential Steps to Reach Success | July 2007  Problem Solving & Decision Making | Oct. 24 – 26, 2007 | Solving Problems: Tools & Techniques | Oct. 27 – 29, 2007  Microsoft Excel 2007 Level 2; Aug. 28, 2008  Microsoft Excel 2007 Level 3; Mar. 19, 2010 |

**Additional Information:**

* *Readily available to start/ join immediately*
* *Currently holding a Visit Visa that will expire on* ***01July 2017.***