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| MARITES 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 : FilipinoMarital Status : Single | **Language:**FilipinoEnglish |  | More than 15 Years working experience in the field of Accounting, Audit, Finance and Admin.ACADEMIC CREDENTIALSGraduated 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
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## 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
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## 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**

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| Excel |  |  |  |  |  |
| Word |  |  |  |  |  |
| Powerpoint |  |  |  |  |  |
| SAP |  |  |  |  |  |
| ORACLE |  |  |  |  |  |

 | PROFESSIONAL SKILLS

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| --- | --- | --- | --- | --- | --- |
| Organization |  |  |  |  |  |
| Analytical |  |  |  |  |  |
| Communication |  |  |  |  |  |
| Detail Oriented |  |  |  |  |  |
| Leadership |  |  |  |  |  |

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## TRAININGS

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