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**JENNY**

**JENNY.366050@2freemail.com**

**OBJECTIVE:**

To work with professional that will utilize my educational knowledge and skills towards the contribution to the success of the company.

**QUALIFICATION SUMMARY:**

* Accomplished experience in accounting and admin works.
* Knowledge in accounting procedure& practices.
* Efficiently handed various type of accounts.
* Experience using different kinds of system such as Quick Books, Dynamic Microsoft, Linux, Peachtree and System Application Process.

**COMPUTER SKILLS:**

* MS office, Advance MS excel, Office Outlook, QuickBooks 2015.
* Web basic application
* Computer literate, have knowledge in software and hardware component

**WORK EXPERIENCES:**

**Company :** Khamas Group of Investment Co’s

**Address :** Al Gharhood, Dubai UAE

**Position :** Asst. Accountant **/** Secretary

**Inclusive Date :** January 26, 2016 up to present

* Making Daily Bank Reconciliation of 10 Different Banks
* Monitoring Daily cash flow of 10 Banks
* Encoding & Updating Monthly PDC Payables
* Encoding & Updating PDC Receivables
* Preparing LPO, Debit Note & Credit Note
* Issuing MRV (Manual Receipt Voucher)
* Process Payments & Fund Transfer
* Collect payments cheque / cash to clients & issue receipt voucher
* Issuing payments cheque/cash and payment voucher to clients
* Deposit cash and cheque/cash
* Encoding 5 Hotels (Khamas Hospitality) Payable Transactions.
* Preparing Monthly Cash Expenses Report of 5 Hotels (Khamas Hospitality).
* Double Check a Monthly Hotels Payroll & let the owner sign.

**Company :** Vallacar Transit Inc.

**Address :** Camalig Jaro Iloilo City, Philippines

**Position :** Accounting Personnel

**Inclusive Date :** January 2013 – December 2015

* Debtors and creditors bank reconciliations
* Maintain cash transaction and petty cash booked daily
* Issue checks voucher and checks for company payments
* Encode all employee deductions every payroll cut-off

**Company :** Platinum Investor Inc.

**Address :** Corner JM Basa Guanco St., Iloilo City Philippines

**Position :** Loan in Charge

**Inclusive Date :** June 2009 - December 2012

* Collecting loan application and weekly process
* Compute monthly interest
* Issue and release checks, collect payments (cash or checks)
* Issue official receipt to the client
* Balancing collected amount and deposit

**Company :** New Iloilo Supreme Inc(P&G Distributor's)

**Address :** Corner JM Basa Guanco St., Iloilo City Philippines

**Position :** Accounting Staff

**Inclusive Date :** June 2009 - December 2012

* Collect all suppliers’ invoices and schedule for their collection date
* Process the collection of all suppliers that already delivered
* Issue checks for supplier’s payment
* Monitoring all incoming and outgoing transactions
* Weekly conduct inventory of two warehouses
* Compute differential between warehouse stocks to system stocks
* Updating and providing monthly reports to the manager

**EDUCATIONAL BACKGROUND:**

**WESTERN INSTITUTE OF TECHNOLOGY**, Luna St., La Paz Iloilo City, Philippines 2004-2008,Bachelor of Science in Accountancy,(JPIA) Junior Philippine Institute of Public Accountant, Student Assistant Officer, Athlete

**PASSI NATIONAL HIGH SCHOOL – ANNEX,** Brgy. Sablogon Passi City Iloilo

2000-2004, Consistent Honor Student, Student Government Officer, Citizen Advance Training Officer, Athlete

**BACURANAN ELEMENTARY SCHOOL,** Brgy. Bacuranan Passi City, 1994-2000, Consistent Honor Student, Athlete