**JOAN**

Khalifa St, Abu Dhabi, UAE

Email Address: doan.366531@2freemail.com

**PERSONAL PROFILE**

Service oriented professional willing to gain experience in customer service and client relations. Innovative and creative by personality who have flair for interacting with people; setting up instant rapport with client; thriving for new challenges and displaying tireless work ethics. Hold excellent communication, coordination, organizational, problem solving and time management skills. Proficient in various computer applications. Seeking for a solid career foundation in any industry to share knowledge and skills.

**CAREER OBJECTIVE**

To build a result oriented career to progress to the highest possible rank within a reputable organization by utilizing my skills, experiences and productivity to the optimum level.

**KEY SKILLS**

* Relevant 14+years’ experience in pursuing a professional career in accounting and finance, administrative, management and customer service.
* Dedicated person with a strong ethic and ability to build lasting customer relationship.
* Exceptional organizational and planning skills, adaptable, enjoy new challenges.
* Advanced knowledge of software programs such as Microsoft Word, Excel, PowerPoint, QuickBooks Accounting System and Internet.
* Demonstrated ability of the organization and maintenance of filing system
* Professional phone call handling, techniques of receiving callers, making appointments and giving information
* Ability to manage complex instructions
* Account handling (Accounts Receivable, Accounts Payable, Purchases, Inventory, Job Costing, Petty Cash & disbursement)
* Ability to work independently with minimal supervision
* Ability to organize, prioritize and perform multiple tasks to complete job functions in an orderly, efficient manner.
* Time Management, data entry management, deadline oriented, attention to detail, reporting skills, and fast typing speed.

**PROFESSIONAL EXPERIENCE**

**German Industrial Services Establishment (GISE), Abu Dhabi UAE**

**Accounts & Admin Officer**

**February 2014 – Present**

* Executive Secretary of the Managing Director, maintain scheduling and event calendars monitoring, schedule and coordinate conferences, appointments and business meetings and business trips.
* Arrange travel reservations, bookings for staff based in UAE & Nigeria.
* Monitor attendances and leaves of Staffs deployed in UAE & Nigeria.
* Responsible for all Dirham Transactions, such as petty cash and disbursements, suppliers, cheque payments and monitoring.
* Responsible for Accounts Receivables and Accounts Payables of all Dirham & Euro Accounts.
* Prepares Invoices, Quotations and LPOs.
* Review and monitor of Affiliated Company – General ledger on a monthly basis.
* Organizing and monitoring of Affiliated Company based in Nigeria, Namibia and Germany.
* Strict monitoring of annual budget and recognition of additional expenses on each project.
* Monitors, Follow up requests and refunds of Barmenia & Zurich Insurances.

**Le Royal Car Services LLC, Abu Dhabi UAE**

**Accountant cum Administrator**

**December 2011 – January 2014**

Accountant and administrator in a valet company that provides valet service to malls, hotels, banks and schools. Accounting responsibilities includes receivable, payable, collection, salaries and reporting. Administrative function includes implementation of company rules and regulations, human resources and customer related responsibilities.

 **ACCOUNTING DUTIES**

* Prepares Monthly invoices, deliver to clients and file.
* Responsible for Account Receivables monitoring and follow up of collections.
* Prepares LPO to expedite orders to suppliers and follow up until delivery and distributions to the concerned department.
* Monitor, file and record cheque deposits and withdrawals.
* Maintains and monitors supplies inventory by checking stocks and determine inventory level.
* Prepares Salary Statements, Deduction, Overtime, Leave Salaries and settlements.
* Monitor petty cash for the office and supervisors.
* Provides all accounting reports to General Manager.

**ADMISTRATIVE DUTIES**

* Secretary of the General Manager and Chairman of the company.
* Creates, implement, revise company systems and procedures by considering operational and administrative practices, recordkeeping systems, forms control, personnel requirement with GM authority.
* Resolves administrative problems or issues by coordination with concerned persons and identifying possible solutions.
* Attend client meeting, prepares quotes, commercial offer, technical offers to prospective clients, and clients concerns regarding current operations. Direct contact to Customers with regards to operations and Suppliers with regards to orders and instructions.
* Responsible for human resources activities.

**The Designer Advertising & Publishing, Abu Dhabi UAE**

**ACCOUNTANT**

**May 2008 – July 2011**

Accountant in an advertising company, that provides indoor and outdoor printings, manufacturing and fabrication of signages, hoardings, lampposts and others. Accounting responsibilities includes collections and remittances, receivables and payables, job order reporting and costing

 ACCOUNTING RESPONSIBILITIES

* Receives cash and cheque collection and deposit in Bank. Update Daily Bank Reconciliation verifies unrecognized deposits and withdrawals, bank transfers and returned cheques.
* Prepares Daily Cash and Cheque Collection report and Submit to Chairman
* Safekeeping of all PDC Cheques.
* Ensures all invoices received by the client. Confirm/Record the LPO for each job. And files received copy of invoices for documentation and future use.
* Follow up collection and send client’s statement of accounts regularly.
* Prepares Salary Statements, Deduction, Overtime, Leave Salaries. Prepares Salary for Cash Basis.
* Prepares Quotation for special clients. Assist company clients.
* Prepares monthly Bank Reconciliation.
* Prepares Journal Entries per transaction at the journal book. Record daily transaction.
* Prepares Invoices to Clients
* Prepares Depreciation Table and entries every end of the month.
* File Invoices and Daily report for future purposes.
* Records Rental & Prepaid Expenses.
* Check Telephone Bills and Electricity Bills regularly.
* Assist in preparing Financial Statements and accounts. Prepares Month end Accounting Entries and Reports needed by Finance Manager and Chairman
* Assist the senior accountant and finance manager.

JOB ORDER COSTING RESPONSIBLTIES

* Check Daily Job order Report, verifies the actual job done from the job order encoded.
* Prepares Job Costing for each job. Verify, confirm and encode all items/materials/expenses and other cost applied in each jobs. Job costing reports submitted to the Finance Manager used to justify the amount of the job order. Prepares Report for all pending jobs, jobs in process and jobs on hold.
* Files Indoor and Outdoor Job Order Reports. Check and verify the feeding of inventory in QuickBooks Accounting System and compare with the actual inventory. Make sure that the inventory feeding and monitoring is encoded regularly.
* Responsible for the pricelist submitted by Suppliers. Compares and negotiate the pricing of ordering materials especially in volume orders, considering the demand of clients.
* Arrange drivers and fixing people for daily fixing jobs and routines.
* Verify the costing process with the estimator, marketing and production if necessary or if discrepancy with job order and job costing and client demand arises.
* Verifies Employees Imprest Account and Reconciliation of their expenses per Job Order.

**MESCO-Philip Morris & Marlboro Distributor, Naga City Philippines**

**Account Assistant cum internal auditor**

**September 2006 – April 2008**

Account Assistant/Bookkeeper in a distributor/logistic company in selling Philip Morris and Marlboro (cigarette) products. Day-to-day accounting role includes remittances, collection, receivables, payables, salary, warehouse/van audit and reconciliation. Recommend as trainee of the auditing team responsible for internal audit of the profit centers of the company.

* Check Daily Remittance Report and deposit in bank. Updates Bank Records and Transaction. Prepares Daily Bank Reconciliation and prepare Fund Transfer for Investment.
* Prepares Supplier’s Statement of Accounts, Billings and Payment and ask approval from the Chairman.
* Encode Salary for Operational and Sales Staff. Verifies all the deduction on employees account like salary loans, charges, penalties, government loans and others.
* Conduct Weekly Warehouse Inventory Audit and prepares Warehouse Inventory Reconciliation.
* Prepares Audit Report of Short payment and Over payment for Clients and Suppliers.
* Conduct Actual Van Audit with the sales person on the field. Verify and confirm the inventory of the consigned items.
* Prepares all Van Audit Reconciliation.

**PRINCETON ENTERPRISES-Allied Domecq Distributor, Laguna Philippines**

**Accounting-in-charge**

**June 2003 – August 2006**

Overall accounting-in-charged in a Distributor/Logistic company in selling Allied Domecq Products such as Fundador Brandy, Carlos Uno, and other wines and whisky. Day-to-day accounting role such as remittance, receivables, payables, warehouse/van audit and hr and admin roles.

 **ACCOUNTING RESPONSIBILITIES**

* Prepares Daily Cash & Cheque Deposits in the Bank. Checking of Daily Remittance Report. Control and Safekeeping of PDC Cheques.
* Prepares Daily Bank Reconciliation and update Weekly Fund for Investment.
* Monitors the invoices deliver to each client and its mode of payments.
* Checks & Verifies Balances of Accounts Receivable and Accounts Payable Ledger on a monthly basis.
* Prepares Supplier’s Billings.
* Prepares Accounting Reports & Concerns for each cycle.
* Prepares Cash position forecast monthly to monitor the cash inflows and outflows of cash assets and its liquidity.
* Inventory Audit for Warehouse and Truck Van and prepares Audit Reconciliation.
* Check Expenses Report and petty cash charges of Sales person.
* Review Daily Sales Performance Report of the Sales person for audit purposes.
* Prepare Salary Statement every month, verifies deductions and calculate overtime for administrative, sales and operational employees.

**ADMINISTRATIVE FUNCTION**

* Keep and maintain company’s confidential records.
* Assist in hiring new employees and ensure implementation of new standard & policies for all employees.
* Performs other administrative responsibilities associated with the project as may be appropriate.
* Handling petty cash for office expenses
* Signatory for LPO/Invoices and Purchase Order for Gasoline.

**EDUCATION**

Bachelor of Science in Accountancy (BSA)

1998 - 2002

University of Nueva Caceres

Bicol, Philippines

**COMPUTER SKILL**

* QUICKBOOKS
* PEACHTREE
* Computer Literate (Microsoft Word, Excel, PowerPoint, Outlook)

**PERSONAL DETAILS**

Birthplace : Bicol, Philippines

Date of Birth : 30 October 1981

Marital Status : Single

Religion : Roman Catholic

Type of Visa : Residence

Nationality : Filipino

Languages : English, Filipino

**REFERENCES**

Available upon request