**KEITHLY**

[**KEITHLY.366577@2freemail.com**](mailto:KEITHLY.366577@2freemail.com)

**CAREER OBJECTIVE**

To obtain a position in a field of Accounting and Finance where extensive experience will be further developed and utilized.

**CAREER PROFILE**

* Detail-oriented, efficient and organized professional with experience in Quickbooks, Peachtree, Tally, SAP, and Oracle accounting systems;
* Possess strong analytical and problem solving skills, with the ability to make well-thought out decisions;
* Outstanding communication skills;
* Proficient in Microsoft Office (Excel, Word, Power Point);
* Organizational and Basic Management Skills;
* Leadership Qualities and Effective Team working Skills;
* Experienced in General Bookkeeping, Accounting, Financial Statements Preparation and Analysis.

**WORK EXPERIENCE**

**International Labor Force – Skills Mastery Inc.** *( Cagayan de Oro City, Philippines )*

*-A Private Technical Education and Skills School offering various courses/programs in partnership with Government Agencies*

***Senior Accountant / Head Accountant***

April 2015 – December 2016

* Supervises and administers Accounting Staffs in handling their respective duties and responsibilities for Accounts Payable, Accounts Receivable, Costs, Bank Reconciliation and evaluates their performance;
* Reviews for approval of fund requests, payment vouchers and other related documents in parallel to the approved Budget for Cost and Expenditures;
* Reviews Liquidation Reports submitted by the Operations Team as to their nature of expenses and assigned Program/Project;
* Issues Official/Acknowledgment Receipt to the Cash/Check collected and prepares deposit slips accordingly;
* Monitors closely on the Program/Project progress and assists on ensuring that its completion is as per the projected timeframe;
* Prepares and Compiles Financial Supporting Documents as required by the Government agencies in relation to the specific Program/Project;
* Leads on the regular preparation and submission of necessary reports and analysis required, such as Balance Sheet, Income Statement, Financial Forecasts and other Financial Reports;
* Maintains accounting controls by preparing and recommending policies and procedures;
* Analyzes and advises on business operations including revenue and expenditure trends, financial commitments and future revenues; and
* Analyzes financial information to recommend or develop efficient use of resources, provide strategic recommendations and maintain solutions to business and financial problems.

**Delta Partners FZ LLC** *( Dubai, United Arab Emirates )*

* *A Global Advisory and Investment Firm specialized in the Telecom, Media and Digital (TMD) industry*

***Accounts Payable Supervisor***

June 2013 – October 2014

* Supervises the day-to-day accounts payable operations, including team workload, daily tasks and consistency across all companies and ensures responsibilities of the accounts payable accountants are completed in a timely and accurate manner, while complying to company policies;
* Reviews Suppliers’ invoices and its supporting documents and prepares Payment Voucher for processing of payment across all companies;
* Prepares Weekly Ageing Accounts Payable and ensures that all payments are timely processed;
* Reviews reimbursement for the staff’s monthly and consultant’s project expenses in compliance with the approved policies set by the management;
* Reviews on the Project Cost Expenses incurred by Consultants and ensures Costs are accurately charged to the correct Project;
* Updates and communicates with the internal and external clients on Supplier’s payments and queries;
* Ensures all contracts/agreements for leased properties and regular suppliers are timely renewed and documented;
* Manages monthly closing of financial records and posting of month end information such as Accrual, Amortization and Depreciation;
* Posts AR, AP and other related transactions pertaining to Intercompany and reconciles Intercompany Balances;
* Provides analysis on AP Ageing, payments activity for internal and external clients;
* Prepares Financial Reports such as Balance Sheet Reconciliation, OPEX (Actual vs. Budget) and Project Profitability Report;
* Leads on the AP team for the transition of Accounting System from Peachtree to Oracle; and
* Liaise with auditors and supports requested documents and schedules.

**Del Monte Foods UAE FZE** *( Dubai, United Arab Emirates )*

* *A Producer , Marketer and Distributor of High-Quality Fresh and Fresh-Cut Fruits and Vegetables as well as Prepared Meat, Fruits, Vegetables, beverages, and snacks in MENA Region*

***Accounts Receivable Supervisor***

October 2011 – June 2013

* Leads and reviews the day-to-day operations of the Accounts Receivable and Collections team in compliance with corporate policies and SOX;
* Ensures Customers’ payments are timely booked and properly applied against its corresponding invoices;
* Reviews Export Sales Invoice and ensures required documents are completely attached;
* Reviews and Confirms Weekly and Monthly Local and Export Sales to the Management Accounts Team;
* Prepares Weekly and Monthly Ageing Accounts Receivable for the Sales Team for efficiency in Collection and resolves any discrepancies;
* Updates and communicates with the internal and external clients on Customer’s payments and queries;
* Monitors PDC/LC/BG transactions and ensures collection on a specified time;
* Prepares monthly Statement of Account for Local and Export Customers;
* Prepares and posts month end information such as Accrual and Amortization;
* Reconciles Intercompany’s AP, AR and Sales Transactions for closing balances;
* Directs the regular preparation and submission of necessary reports and analysis required;
* Provides analysis on AR Ageing, collection activity for internal and external clients;
* Leads for month end closing for Accounts Receivable, completes Customer aging and Cash Receipt reports and Account Reconciliation;
* Ensures proper accounting of financial transactions so that meaningful, accurate and reliable financial reports are prepared for the management’s use;
* Compiles and analyzes financial information for the preparation of financial statements including monthly and annual accounts;
* Leads on the AR team for the transition of Accounting System from Tally to SAP; and
* Liaise with internal and external auditors and supports requested documents and schedules.

**Amley Food Corporation** *( Cagayan de Oro City, Philippines )*

* *Specializes in Processing Philippine Dried Mango for Export globally*

***Senior Accountant / Head Accountant***

September 2009 – August 2011

* Supervises and administers Accounting Staffs in handling their respective duties and responsibilities for Purchases, Accounts Payable, Bank Reconciliation and evaluates their performance;
* Reviews for approval of fund requests, payment vouchers and other related documents in parallel to the approved Budget for Cost and Expenditures;
* Allocates the Costs of the Products through Material Usage, Labor Cost and Percentage Recovery;
* Monitors closely on the Manufacturing Plants’ percentage Output and communicates with the Operation team for the variances on a weekly basis;
* Conducts Month-end Inventories on the Direct Materials, Work-In-Process, and Finished Products;
* Leads on the regular preparation and submission of necessary reports and analysis required, such as Balance Sheet, Income Statement, Cost Analysis, Financial Forecasts and other Financial Reports;
* Conducts Operational Audit at the Manufacturing Plant on a monthly basis to ensure financial documents’ source are accurate and reliable;
* Maintains accounting/operation controls by preparing and recommending policies and procedures;
* Analyzes and advises on business operations including revenue and expenditure trends, financial commitments and future revenues;
* Analyzes financial information to recommend or develop efficient use of resources, provide strategic recommendations and maintain solutions to business and financial problems; and
* Liaise with external auditors and supports requested documents and schedules.

**Lapanday Diversified Products Corporation** *( Malaybalay City, Bukidnon, Philippines)*

***-****A Grower, Packer and Exporter of fresh Fruit and Vegetables*

***Accounting Clerk (Tax Division)***

March 2009 – August 2009

* Generates and analyzes monthly and quarterly vat returns and other percentage taxes withheld;
* Ensures that the data of Quarterly Sales and Purchases are accurate as to compliance with the government requirements;
* Prepares Certificate of Creditable Tax Withheld at Source for the Suppliers;
* Compiles and analyzes documents pertaining for the application of Tax Credit Certificate; and
* Ensures the completeness of the relevant documents that are in compliance with the government requirements.

**TRAININGS AND SEMINARS ATTENDED**

* Oracle Training for Key Users, 2013-2014, Dubai, United Arab Emirates
* SAP Training for Key Users, 2012-2013, Dubai, United Arab Emirates
* Seminar for Treasurers and Auditors, 2007, Cagayan de Oro City, Philippines
* Mindanao Business and Management Youth Congress, 2007, Cagayan de Oro City, Philippines

**EDUCATION**

* **Postgraduate**

**2009 – 2011**

Master of Business Administration

San Beda College – Graduate School of Business

(Cagayan de Oro City Campus)

Mendiola, Manila, Philippines

* **Tertiary**

**2004 – 2008**

Bachelor of Science in Accountancy

Xavier University-Ateneo de Cagayan

Cagayan de Oro City, Philippines

* **Secondary**

**2000 – 2004**

Kong Hua School

Cagayan de Oro City, Philippines

**PERSONAL DATA**

* Age: 29 Years old
* Total Work Experience: 7 Years
* Marital Status: Single
* Visa Status: Tourist