**DORIS**

**DORIS.367132@2freemail.com** ****

 Profile: Female, Married

Nationality: Filipina

Visa Status: Residence Visa (Transferable)

**CAREER OBJECTIVE**

To explore opportunities that provides continuing challenge and professional growth.

**CAREER PROFILE**

* Detail-oriented, efficient and organized professional with extensive experience in office works.
* Possess strong analytical and problem solving skills.
* Resourceful in the completion of projects, effective and multi – tasking.
* Fast learner and can easily adapt even to a fast paced industry.
* Highly trustworthy, discreet and ethical.
* Willing to learn other new computer system programs quickly.

**PROFESSIONAL EXPERIENCE**

**Unikai Foods P.J.S.C.**

**P.O. Box 6424, Dubai, UAE**

**Position: Accountant (August 25, 2016 up to present)**

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**Responsibilities :**

* Prepare Accounts Receivable Aging/schedule monthly,
* Sending monthly statements to customers, follow-up/ monitor for customer’s payment.
* Checking invoices, posting receipts, credit notes (Goods return & rebates) / debit notes
* Reconcile customers account regularly.
* Prepare Sales Commission calculations monthly.
* Prepare Rebates calculations monthly.
* Assist Credit Controller in creating new customers account/ Checking Credit limit.
* Assist / Liaise with Auditors regarding AR account.(Quarterly Audit with KPMG)

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**National Refreshments Company LLC (FMCG)**

**P.O. Box 1880, Dubai, UAE**

**(Beverage Manufacturing/ Distrib.)**

**Position: General Accountant (June 28, 2008 to August 20, 2016)**

**Responsibilities :**

* Prepare monthly Financial reports (Balance Sheet/ Income Statement & other Managerial/Analysis reports)
* Prepare Accounts Receivable Aging/schedule of AR monthly, sending monthly statements to customers, follow-up/ monitor for customer’s payment, posting invoices, receipts, credit notes (Goods return & rebates) / debit notes & reconcile customers account.
* Prepare bank reconciliation report, posting bank transactions daily, monitors daily cash inflow & outflow
* Prepare Accounts Payable Aging/ schedule of AP monthly, review documents, verify the accuracy of invoice against purchase order/items received & expense code allocation, prepare Cash/ Cheque payments to suppliers as per their due date, reconcile supplier’s statement of account
* Prepare / posting journal vouchers for expenses including salaries, depreciation, accrued / prepaid
* Check and review petty cash/ prepare cheque for replenishment
* Monitor /control fixed assets & inventories, posting Store receipt/issue voucher) daily, verify and post all suppliers’ invoices as per their contract price & terms, reconcile stocks/item received compared with the suppliers invoice/ delivery note, conduct inventory/ stock take regularly.



**Community Economic Ventures Inc.**

**Micro Finance Company**

**(A Parallel organization with World Vision)**

**Tagbilaran City, Philippines**

**Position: Area Accountant / Branch Accountant**

**(December 01, 2001 to May 31, 2008)**



**Responsibilities :**

* Handled 5 Visayas branches
* Review the works of branch accountants
* Review financial reports, including cash flows of the branch
* Conduct surprise cash counts / inventory of assets of the organization
* Checking the internal control of the organization
* Records daily financial transactions
* Maintains books of accounts(general journal, gen. ledger, cash disbursements & receipts)
* Maintains organized files of documents(Cash disbursements/receipts and Journal Vouchers)
* Prepares monthly financial reports: Income Statement, Balance Sheet, Trial Balance, Bank Reconciliation, Schedules of receivables, client savings & interest on deposit
* Prepares Portfolio / Repayment report
* Maintains branch supplies and controls asset



**Shell Gasoline Station**

**Maasin City, Philippines**

**Position: Cashier**

**April 01, 2001 to September 30, 2001**

**Responsibilities :**

* Receiving /managing cash from customers
* Prepare daily cash reports and deposit to bank
* Conduct inventory of petroleum products

**EDUCATIONAL BACKGROUND**

 **College**  - **Bachelor of Science in Accountancy**

Saint Joseph College- Maasin City, Phil.

March 2001(consistent Star JPIAN awardee)

* **Diploma in Agricultural Technology**

 Southern Leyte State University-Bontoc So. Leyte

 April 1997 ( DOST-SEI Scholar)

**SKILLS AND QUALIFICATIONS**

* Ability to establish & implement effective financial policies & procedures
* Expert in budget management, forecasting, marketing and clients services
* Fast learning abilities & hard working
* Good communication skills (fluent in English both in reading and writing)
* Excellent in bookkeeping, attention to detail
* Proficient in Windows application (MS word, Excel)
* Patient, Strong follow-up and monitoring skills

**PERSONAL DEVELOPMENT / TRAININGS ATTENDED**

* **Buckle Up Training** A workshop to standardize operational processes with integration of strengthening the internal control for fraud prevention. Held on Nov 27-30, 2007 at Tagbilaran City, Bohol, Phil.
* **Internal Audit Training** conducted by World Vision National Office held on Aug 23- 27, 2006 at Agricultural Promotion Center, Tagbilaran City, Phil.
* **Financial Ratio Analysis Training** held on Jan 23-25, 2006 at CEV Training Room Tagbilaran City, Phil.
* **RG Assets Training**. Computerization training for new product development held on Feb 24-26, 2005 at CEV Training Room, Tagbilaran City, Phil.
* **E-merge Training/ Lotus Notes. MIS Training** based from Delysis ( foreign MIS) held on June 25 to July 1, 2005 at WV National Office, Quezon City, Phil.
* **Zinger - Miller Training / Workshop**, a frontline leadership training, completed four modules: Coaching for Optimal Performance, Clarifying Team Roles and Responsibilities, Your Role and the Basic Principles an Giving Constructive Feedback. Conducted by Institute for Transformational Development Foundation, held on July 27-29, 2004 at Agricultural Promotion Center, Tagb City, Phil.
* **Transformational Leadership Course** ( Based on Seven Habits of Highly Effective People) Conducted by Institute for Transformational Development Foundation, held on Jan. 20-22, 2003 at Agricultural Promotion Center, Tagbilaran City, Phil.
* **Post Selection and Enhancement Training** ‘ Towards Efficiency & Sustainability as Pri-movers in Helping Small Business Grow”. Conducted by CEV, Inc. on Oct 15, 2001- Nov 29, 2001 at CEV Main Office, Tagbilaran City, Phil.
* **Bookkeeping Seminar/ Workshop** conducted by PICPANS Maasin Chapter held on Nov 18-19, 2000 at SJC, Maasin City, Philippines.