**Qualifications Summary:**

•Enthusiastic and accounting professional with over 4 years’ experience

•Detail-oriented, efficient and organized professional with extensive experience in accounting systems.

•Possess strong analytical and problem solving skills, with the ability to make well thought out decisions.

•Highly trustworthy, discreet and ethical.

•Resourceful in the completion of projects, effective at multi-tasking.

•Proficient in team member, determined & quick learner with good interpersonal skill

•Excellent communications skills, flexible and fast-learner, yet disciplined and detail oriented

•Good command over calculations, strong math inclination and skilled in dealing with financial and numeric data

•Computer Proficiency in MS Office (**Excel, Word, PowerPoint**,) & Accounting Software (**NetSuite, Tally, QuickBooks, Knowledge Accounting Software**)

**Professional Profile:**

January 2015- April 2017

**Albur Opticals LLC** (Optical Company)

Deira Dubai, United Arab Emirates

*General Accountant*

***Main Responsibilities:***

* To handle accounts payable including verification of Suppliers invoices against PO's and delivery notes, issued payments and reconcile suppliers statement
* Prepare reviews expenses, payroll entries, invoices and other accounting documents,
* Reconcile bank accounts and credit card accounts
* Compile and record financial information to post entries to accounts, such as general ledger accounts
* Monitor and review accounting and related system reports for accuracy and completeness
* Resolve accounting discrepancies
* Prepare Financial Statement on monthly Basis
* Ensure financial records are maintain in compliance with policies and procedures
* Handle Accounts Receivables including timely invoicing, collecting cheques and account reconciliation
* Prepare Financial Management Report
* Ensure accurate and appropriate recording and analysis of revenues and expenses

***Other*** ***Responsibilities:***

* Dealing with Telephone Calls and Email inquiries
* Sending Emails/Follow up( Statement of Accounts ) to customers
* Sending Emails to Suppliers for payments made
* Bank Transactions/Online Banking
* Letter writing to customers/Suppliers/Bank. Etc
* Filing

**LORENA**

Contact Details :

[**Lorena.367840@2freemail.com**](mailto:Lorena.367840@2freemail.com)

**Personal Details:**

Nationality: Filipino

Civil Status: Single

Age: 25 y/o

Language: English, Tagalog

**Objective:**

* Seeking to work for professional organization, preferably in the field of Accounting and Finance, offering proficiency in preparation financial statements and skills in accounting/bookkeeping procedures to create smooth functions in a time-efficient and effective manner

April 2014 – August 2014

**TRIDHARMA Marketing Corporation**

**Ecossential Food Corporation, Manila, Philippines (Distributor Company)**

*Audit Associate (Internal Audit)*

* Prepares, examines and analyzes accounting records and its journal entries statement, to assess accuracy, completeness and conformance to reporting and procedural standards
* Review and process routine accounting data for revenue and expenditures
* Monthly updating of cash balances
* Reconciling book balances versus bank balances/reconciliations
* Double-checked accounting reports, verified invoices and various documents for accuracy
* Balanced entries, organized documents, debits and credits
* Performed various routine adjustments to company documentations, records and logs
* Updates my Superior of all business transaction during his absence
* Any other duties may be assigned by my Superior

November 2012 – April 2014

**N.T. Sy & Company Chartered Public Accountants**

**Accounting and Taxation Firm, Manila, Philippines**

*Accountant/Bookkeeper*

* Compiles financial information in preparing entries for book of accounts such as general ledger accounts
* Prepares consolidated internal and external financial statements by gathering and analyzing information from the general ledger accounts system, developing spreadsheet reports and documenting business transactions
* Maintains and balances an automated consolidation system by inputting data and verifying data
* Examines and analyzes accounting records and its journal entries statement to assess accuracy and integrity, completeness and conformance to reporting and procedural standards
* Analyze business operations, trends, cost, revenues, financial commitments and obligations
* Reconciles financial discrepancies by collecting and analyzing account information
* Computing Tax payable of every client and its tax returns includes Income Tax, Value Added Tax, Percentage Tax
* Preparing Financial Statements such as Income Statements, Balance Sheet, Cash flows, statements in changes in Equity, and notes to Financial Statements
* Protects organization's value by keeping information confidential
* Preparing tax returns and financial statements, accounting firms represent clients on matters pertaining to their financial affairs and to meet with clients to discuss their financial matters and tax liability
* Performs other related duties as required

April 2011 – Jun 2011

Internship at GRUPO Marilen Incorporated

Santiago City, Isabela, Philippines

*Accounts Assistant*

* Analyses, reconcile, balance and maintain accounting records
* Help maintain, record, process, update or reconcile various financial documents
* Responsible for ensuring accuracy on all financial documents and performing clerical accounting or bookkeeping duties
* Establish tables of accounts and assign entries to proper account
* Performs other job-related duties as assigned

**Qualifications and Skills :**

* **Bachelor of Science in Accountancy**

University of Perpetual Help System, Isabela Campus

Cauayan City, Isabela, Philippines

June 2008 – April 2012

* Accounting, Reporting Skills, Deadline-Oriented, Time Management, Attention to Detail, Confidentiality, Productivity, Verbal Communication, General Math Skills

**Training Attended :**

* + **Sites Power Insitute ( Filipino Istitute ) Alqouz, Dubai UAE –** Tally Accounting Software

May 2016

* + **MidyearConvention,** Breaching Barriers & Forming Strongholds for One JPIA

September 2011

* + **Year End Convention,** Priming for a Change, Cauayan City, Isabela-Philippines

February 2011

* + **Midyear Convention,** Saint Mary’s University, Nueva Viscaya, Philippines

September 2010

* + **Seminar Workshop,** “Small Medium Entities”, Top Auditing Firm in the Philippines

University of Perpetual Help System, Cauayan City, Isabela

August 2009

I hereby certify that the above mentioned true and correct.

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