GRACE

GRACE.368147@2freemail.com

POSITION APPLIED: Junior Accountant

CAREER OBJECTIVES:

A flexible, articulate and competent team player with strong problem solving skills and able to work on own initiative. Proficient inter-personal skills at all levels, self-motivated, multi-culturally aware individual seeking new challenges and looking to join a progressive organization that offers opportunities for advancement.

PERSONAL INFORMATION

Birth Place / Date Bunawan, Agusan del Sur, Philippines, 16 Nov.1986

Gender: Female

Marital Status: Single

Nationality: Filipino

Visa Status: Tourist Visa

EDUCATIONAL / QUALIFICATIONS:

Degree: Bachelor of Science in Business Administration – Major in Management Accounting

Institution: University of Mindanao Davao City, Philippines (2003-2007) - Graduate

EMPLOYMENT HISTORY:

Employer: Skybridge Freight Solutions LLC (Dubai, UAE)

Position: Junior Accountant (Dubai office / AUH /SAUDI branches)

Inclusive Date: March 14,2015 up to March 30,2017

•Prepare cheque for local and agent suppliers

•In-charge of releasing cheque

•Attending emails for supplier’s follow-up with regards to payment

•Do Payable Reconciliation and payable allocation

•Do journal entries for booking monthly expenses

•Do Bank Reconciliation

•Coordinate and follow-up to bank regarding fund transfer and wire transfer

•Do entries on flotilla accounting. system as to journals, receivable, payable, check/cash voucher & purchase invoice

•Assigned petty cash custodian in-charge for all petty expenses of the company and preparing journal entries as to petty cash transaction.

•Quick book And Flotilla User

Employer : AYP Holdings, Inc. (Davao City, Philippines)

Position : Finance Assistant

Inclusive Date : April 21, 2014 – January 31, 2015

* Received duly signed checks and allocate funds for transactions requested by business unit’s accountings
* Prepare check vouchers and checks of 9 business units.
* In-charge of releasing of checks
* Prepare weekly budget depends on the availability of funds on each account
* Collaborate with Finance Executives and H.R Coordinators regarding with payroll, remittances and last pay computation
* Prepare and record business units’ cash flows
* Monitor withdrawals and deposits of business units from the bank
* Monitor bank loans – term loans and credit loans from banks
* Monitor business units Financial Status from all banks
* Update check books and passbook
* Resolution of finance related queries

Employer : Davao Corrugated Carton Corp (Davao City, Philippines)

Position : Accounting Staff

Inclusive Date : January 2008 to February 18, 2014

* Accounts Payable In-charge
* In-charge of Recording of Books of Accounts(Bookkeeper)
* Prepare Sales Costing
* In-charge of issuances of invoices and receipts
* Prepare and submit BIR Remittances through EFPS
* Prepare sales and volume summary
* Prepare Aging of Payables and receivables

SKILLS SUMMARY:

* Highly professional accounting and computer skills.
* Basic Accounting Skills, Team Player and possess strong Interpersonal Skills and can work under pressure, Can Handle Multitasking skills
* Highly society communicating behavior.
* Responsibility conscious, management & staff team up, high performance and self-improving.
* Continuously communicating and professional reporting.
* Professional business communication skills.