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| **Antonette**  [**Antonette.368347@2freemail.com**](mailto:Antonette.368347@2freemail.com) |
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|  | Accountant with 11+ years of progressive experience within reputed organizations in UAE and Philippines. Proven expertise in handling wide range of accounting functions and financial report preparation. Developed skills in assessing accuracy of financial records and determining effectiveness of controls and efficiency of operations. Can effectively set priorities, deal with unexpected change and work in challenging and pressure-driven environment. Keenly interested for a more challenging work profile to promote forward thinking and strive for excellence. | | |
| **STRENGTH** | |  | |
| * Broad-based Accounting Experience | | * Success Oriented and Natural Leader |
| * Hardworking and Team player | | * Fastidious with Keen Eye for Details |
| * Self-Motivated and Determined | | * Learning agility and effective persona communication skills |
| * Strict Adherence to Set Policies & Standards | | * High Sense of Commitment & Responsibility |

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| ***QUALIFICATIONS*** | |
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| **Bachelor of Science in Commerce Major in Accounting** Jose Rizal University, Philippines | **2005** |
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| ***ACHIEVEMENT*** |
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| * Successfully achieved performance parameters as well as organizational goals and objectives. Performed assigned workload with indefinable enthusiasm, commitment, honesty and dedication hence received accolades from superiors and colleagues, viz. Employee of the Month Award in June 2016. * Contributed to previous company in safeguarding finances by preparing accurate financial and accounting reports, ensuring reliability, worthiness and conformance with set policy and standards. * Gained solid and progressive accounting experience within well regarded companies. |

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| ***CAREER PROGRESSION*** | |
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| **Accounts Payable Analyst** | **Mar 2012 - Present** |
| **Pacific Architect & Engineers Government Services, Inc. (PAEGSI), UAE**  *PAE provides integrated services from stabilization and disaster relief services to infrastructure and capacity building to support missions around the world as a trusted implementing partner in U.S. Government Mission.* | |
| **General Accountant** | **Jul 2011 – Feb 2012** |
| **Sutton International LLC**  *Sutton International LLC is a specialist independent MEP Commissioning managementcontracts in the UAE, Qatar, Oman, Sudan and Azerbaijan.* | |
| **Accountant**  **Mermaid Digital Printing LLC** | **Apr 2008 – May 2011** |
| *Mermaid Digital Printing LLC Is the largest digital fabric printing facility In the Middle East with production houses In Dubai & India. Embracing the ‘Go Green Go Fabric’ initiative Mermaid Digital Printing LIC offers a wide spread of services, including design consultancy, color matching and ancillary services. Apart from our extensive product line, we cater to customized products to enliven your imagination.* | |

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| **Antonette Isidro Bicol** |
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| **Accounts Assistant Cum Secretary**  **Parisvally Perfume Company** | **Jun 2007 – Mar 2008** |
| *Parisvally is a well reputed brand in perfumery. Having carved a niche winning customer favour the company steps into new further growth* | |
| **Budget & Corporate Planning Assistant**  **RADIOWEALTH FINANCING COMPANY** | **Jan 2006– Mar 2007** |
| *Radiowealth Finance Company Inc. was established in 1964 and pioneered the car and appliance financing in the Philippines. After more than 50 years, it has grown as one of the leading financing companies in the country by developing products according to the needs of its customers and expanding its accessibility though its more than 200 branches and business centers nationwide* | |
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| **Accountant /Bookkeeper**  **BADE-ADYCKI Trading Corporation** | **Jan 2005 – Dec 2006** |
| *A small business trading company that deals in distibution of Ice in various places in Manila, Philippines.* | |

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| ***AREAS OF EXPERTISE*** |
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| **Accounts & Finance Management** |
| * Analyze financial information and prepare financial reports to determine or maintain record of assets, liabilities, profit and loss, tax liability, or other financial activities within an organization. * Prepare, examine, or analyze accounting records, financial statements, or other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards. * Process Payment Vouchers, Purchase Approval Forms, Purchase Orders, Sales Invoices, Credit/Debit Notes. * Check and monitor sales, purchases and stock records. * Prepare and process checks to vendors. Classify and match invoices. * Manage reconciliations and collections of due account receivable on regular basis including follow ups. Ensure accurate financial recording, reporting, consolidation and accounts finalization to track fraudulent transactions and minimize occurrence of variances. * Review aged receivables; prepare and submit recommendations on write-off of bad debts to FCO. * Report invoicing totals, aging totals, cash receipt and invoice adjustments. * Report to management regarding the finances of establishment. * Establish tables of accounts and assign entries to proper accounts. * Prepare bank reconciliation and final accounts statements such as P&L, trial balance and balance sheet. * Compute taxes owed and prepare tax returns, ensuring compliance with payment or other tax requirements. * Develop, maintain, and analyze budgets. Prepare reports that compare budgeted costs to actual costs. * Develop, implement, modify, and document recordkeeping and accounting systems. * Analyze business operations, trends, costs, revenues, financial commitments, and obligations, to project future revenues and expenses or to provide advice. * Review business operations, trends, costs, revenues, financial commitments, obligations and financial statements plus generate reports for the management to have clear understanding on financial position. |

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| ***PROVEN JOB ROLE*** |
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| **Accounts Payable Analyst – Pacific Architect & Engineers Government Services, Inc. (PAEGSI), UAE**   * Evaluate vendor invoices and process them for payment timely, accurately, and in accordance with the account payable policies and procedures * Use of Deltek Costpoint 7 accounting software to prepare AP Ledger transactions * Provide interfacing support for vendors * Facilitate the use of an automated workflow system * Prepare invoice packages and cash disbursement packages * Gather cash disbursement approval for the release of company funds * Ensure proper maintenance of AP records; online and accessible to operations * Liaison with the Dubai Hub procurement team * Process and release payments, prepare actual and financial forecast, monitor logs and mailboxes to ensure all submission and inquiries are responded/addressed on a timely basis. * Process payment requests and ensure that codes are properly charged to specific task orders and proper documentation is in place * Process and release payments thru ACH, checks and wire transfers * Coordinate with corporate contacts concerning payables – requisition and PO preparation funding and other audit-requisite supports. * Prepare weekly financial forecast including actual to reflect current and expected expenditures. * Conduct weekly conference call with program counterparts from different departments (Finance, Logistics, Procurement and Business Development) to discuss issues and other matters to clear payment. * Monitor group mailbox for inquiries and invoice submission * Ensure that all payments are being carried out with standards and have complied with company policies including visual compliance as regulated by ITCO. * Provide supporting documents for disbursements made in relation to audit. * Monitor logs and consolidate other program reports   **General Accountant - Sutton International LLC**   * Assist the CFO and Finance Manager with the day-today, monthly and year-end operations of the Accounting/ Finance Department. * Responsible for the monthly closing as well as maintenance of all accounting ledgers including monthly review of all account reconciliations. * Perform the processing and recording of accounts payable transactions and ensure that all invoices are paid accurately and in timely manner as per with the Finance policies and procedures. * Perform monthly accruals, amortization of prepaid expenses, fixed assets depreciation and recording of adjusting and reclassification journal entries, if necessary. * Reconcile and process company credit card and debit card. * Prepare and analyze the monthly budget/forecast to actual variance reports per program and department. * Acted as petty cash custodian responsible in recording petty cash expenses, updating the balance and making replenishment. * Review, prepare and process monthly payroll, staff benefits and reimbursement to insure are in accordance to the company policies. * Responsible in preparing monthly payroll for all employees. * Prepare and submit intercompany invoices. * Assists the auditors during audit. |
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| **Accountant – Mermaid Digital Printing LLC**   |  | | --- | | * Performed wide range of accounting works, including but not limited with, bookkeeping, AR/AP and aging report posting, general ledger accounts recording and analysis, and financial report preparation. * Acted as petty cash custodian: recorded petty cash expenses, updated balance, facilitated replenishment. * Counted cash on hand, inspected receivable/payable notes and negotiable securities, and cancelled checks. * Maintained the ledgers, completed audit reports, and provided information upon request. * Assisted auditors in the examination and analysis of accounting records of establishment. * Prepared reports concerning the establishment’s financial status and operating procedures. * Provided support to Internal Auditors in preparation of audit observations, in the issuance of audit reports and in the organization of working papers. Prepared the Audited Financial Statements. * Provided proactive and efficient admin support, primarily in file maintenance and supply management. * Responsible in preparing monthly payroll for all employees. * Monitored and reconciled accounts receivable and accounts payable. Handled payment processing of bills and vendor invoices while ensuring that the proper backup and authorizations are available. * Acted as petty cash custodian responsible in recording petty cash expenses, updating the balance and making replenishment. |   **Accounts Assistant Cum Secretary- Parisvally Perfume Company**   * Supervise the input and handling of financial data and reports for the company's automated financial systems * Monitor and review accounting and related system reports for accuracy and completeness * Establish, maintain, and coordinate the implementation of accounting and accounting control procedures * Acts as a Secretary to the Managing Director. * Preparing bank reconciliation statement and follow it up with banks * Reconciliation and processing of accounts payable * Handling totally computerized accounts by using FOCUS NET   **Budget & Corporate Planning Assistant - RADIOWEALTH FINANCING COMPANY** |
| * Assist in preparation of month-end financial reports (Consolidated F/S) * Assist in reconciles monthly inter-company accounts with other 57 branches countrywide * Assist Supervisors in tax matters pertaining to compliance with various government reportorial requirements, remittance of various taxes and other Bureau of Internal Revenue requirements; * Assist in preparation and analyzation of different account schedules like Bank Reconciliation, Advances to Officers and Employees accounts; * Assist in year-end audit requirements (tax). |
| **Accountant /Bookkeeper - BADE-ADYCKI Trading Corporation** |
| * Performed wide range of accounting works, including but not limited with, bookkeeping, AR/AP and aging report posting, general ledger accounts recording and analysis, and financial report preparation. * Acted as petty cash custodian: recorded petty cash expenses, updated balance, facilitated replenishment. * Counted cash on hand, inspected receivable/payable notes and negotiable securities, and canceled checks. * Maintained the ledgers, completed audit reports, and provided information upon request. * Assisted auditors in the examination and analysis of accounting records of establishment. * Prepared reports concerning the establishment’s financial status and operating procedures. * Provided support to Internal Auditors in preparation of audit observations, in the issuance of audit reports and in the organization of working papers. Prepared the Audited Financial Statements. * Computed, prepared and filed taxes such as Income, Excise, Value Added Tax, Withholding Tax on Compensation and Withholding Tax on Vendors. * Carried out Government Regulatory Filing like with Municipal Registration, among others. * Provided proactive and efficient admin support, primarily in file maintenance and supply management. |

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| ***TECHNICAL PROFICIENCY*** |
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| * Well-versed with Customized Accounting System: * Tally ERP * Microsoft Dynamics Navision * Microsoft Business Solutions – Solomon Accounting System (Microsoft Dynamics SL), * Deltek Cost Point ERP, * Serena Business Mash-ups, * Quick Books * FOCUS Net * Adept in MS Office Suite, E-mail & Internet Applications |