** TIMOTHY**

[timothy.383198@2freemail.com](mailto:timothy.383198@2freemail.com)

**Objectives**

* To seek for a job that will let me emphasize on my acquired knowledge and partake it into brand new concepts to uphold pleasant decision makings and sound business management.
* To pursue a living that will place me to my greener pastures

**Work experience/Employment History**

Admin cum Accounts Assistant

Triya International General Trading LLC

Nearby Emirates Metro Station

Behind RTA Umm Ramool, Rashidiya

P.O. Box 84715, Dubai – UAE

Started: April 21, 2018

Until: Current

Assigned by the company to be part of the team on improving the current organizationalsystem, and to bring satisfactory result by performing all-around duties and responsibilities.

Duties

* Controlling and monitoring of inventory
* Checking sales order to verify for actual availability of ordered items
* Preparing tax invoices
* Preparing Delivery Challans for consigned items
* Performing outbound calls to search for prospective clients through introducing our product brand offering and submitting company profile
* Relieving on the delivery process of items directly to the client’s physical stores
* Monitoring of daily attendance of the employees
* Following up of payments from the clients
* Preparation of Minimum Stock Level Reports
* Preparing petty cash report
* Bank reconciliation

Accounting Staff

Gencars, Inc.

2113 Chino Roces Ave, Makati, 1200 Metro Manila

Started:June, 2015

Until: April 3, 2018

Bracing the business by assisting to bring on accurate financial and management accounting information on which financial decisions are based. As well as intricate in compilation of financial reports and analyses, while working on a deadline-basis.

Duties

* Preparation, reporting, monitoring, and filing of vehicle sales invoice, delivery receipt, and credit memo of discounts
* Analysis of vehicle purchase agreement
* Reconciliation of vehicles sold by all branches
* Confirming of selling price of the trucks' body upon closing of IROs
* Handling and monitoring all debit and credit memo prepared
* Computation of the overriding commissions of the executives, through preparation of vehicle sales transaction analysis
* Monitoring of the sold and delivered units
* Preparation of payment for vehicle purchases from IPC
* Recording and monitoring all vehicles received by all branches
* Monitoring and confirming all of the units sold by branches
* Preparation of delivery receipt for every units being transferred to branches and body builders
* Conducting and analyzing entries to be posted in subsidiary and general ledgers
* Monitoring and handling remittances due on insurances,land transportation office registrations, and expanded withholding tax payable
* Reviewing of properties parts and equipment to determine their accumulated depreciation and their face value
* Assigned in preparing check vouchers intended for funds transfer, bank-to-bank and branch-to-bank

**Key Skills and Competency**

* Efficient in detail-oriented tasks
* Knowledgeable on accounts payable and receivable processes and procedures
* Versatile in using any software-based accounting-related systems (Zoho Books)
* Able to utilize computer-based accounting tools
* Well-skilled in using MS Excel
* Attribute strong analytical and problem-solving skills, with the ability to come up for new ideas and solutions
* Excellent written and verbal communication skills
* Highly trustworthy, prudent, and ethical
* Resourceful in the completing assignments of projects
* Effective at multi-tasking
* Able to work under time pressure
* Capable oflinking work to the next step of its process

**Brief Biography**

I amdependable, multi-skilled and capable accountant with indemnified knowledgeon finance and accounting procedures. As a graduate with a degree on Bachelor of Science in Accountancy, I have gainedanalytical &problem-solving skills and able to embrace palatable duties and responsibilities. Having a proven ability to drive out inefficiencies through process improvement as well as assist in the maintenance and development of financial systems and accounting procedures. Now looking for a new and competitive accountancy position, one which will make best use of my existing skills and experience andcorrespondingly looking forward on my development.

**Scholarships and Achievements**

* College Scholar – (Iskolar ng Bayan, Binan Laguna District), 2011-2015
* Junior Philippine Institute of Accountants member, 2011-2015
* PRC Board Exam for CPA Reviewee, 2015
* YMCA Delegate, year 2010 and 2011
* Deportment Awardee – (High School, 2ndand 4th Year)
* 3rd Honors Awardee – (High School, 1st to 4th Year)

**Education and Qualifications**

* ***College***

**Bachelor of Science in Accountancy**

**University of Perpetual Help System Laguna**

**2011-2015**

**CharacterReference**

Available upon request

This is to certify that all of the information given are true and correct.

Signed,

TUIZA,