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| **RECSHEL**  |

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| **Email address:**Email: recshel.387920@2freemail.com EDUCATION PROFILE:**Tertiary Education:****Bachelor of Science in Accountancy**Rizal College of Taal, PhilippinesS.Y. 2010-2014**PERSONAL DETAILS:**Sex: FemaleDate of Birth: October 27, 1994Civil Status: SingleCitizenship: Filipino**SEMINARS ATTENDED:*****”COSO Internal Control framework”***March 11, 2013Taal, Batangas, Philippines***“Accounting Updates on PFRS and PFRS for SME’s”***March 28, 2012LCC, Lipa City, Batangas, Philippines***“Tax Update Seminar”***August 31, 2012LPU-Batangas, Batangas City Philippines | **CAREER OBJECTIVE:**To be part of a reputable and prestigious organization and render dedicated service to a highly regarded company or institution that would offer opportunities for personal & professional growth. **POSITION DESIRED:****ACCOUNTANT/ ACCOUNTING ASSISTANT**SKILLS:* High computer literacy - Proficient user of Accounting software (QuickBooks, DacEasy), Microsoft Office (Word, Excel, Outlook), PowerPoint Presentation, Internet and E-mails.

HIGHLIGHTS OF QUALIFICATIONS:* Substantial experience & outstanding skills in Accounting. Multi task coordinator; Good telephone manner & etiquette.
* Excellent interpersonal skills and ability to work well with others in Executive, Supervisory and Supportive Staff roles; Calm, courteous and professional; confident and assertive.
* Respect and discretion to confidential information; Office Accounting.
* Strategic & creative thinker with effective verbal communication and writing skills.
* Excellent self-motivated, enthusiastic, and committed to professional excellence.
* Strong negotiation and collection skills.

 **WORK EXPERIENCE:** **Al Fayad Engineering Co., - Abu Dhabi, UAE.**April 2017 – Present**Position:** General AccountantDuties & Responsibilities:* Preparing Local Purchase Orders & Letter of Intent & Sending it to Suppliers
* Coordinating with the Supplier regarding the delivery.
* Preparing Cheque/payments on a timely basis
* Verifying invoices against actual receipt and Purchase orders
* Physically releasing Cheque and managing suppliers
* Performing supplier reconciliation at least on a quarterly basis
* Resolving discrepancies and irregularities in the finances of an individual or firm, as they appear.
* Responsible for data entry, processing Cheque, filing, and auditing petty cash envelopes.
* Manages petty cash
* Store keeping and Inventory.
* Prepares calculations for store dispatches
* Preparing Payroll & Overtime
* Keeping records of all transactions and checking payroll calculation.
* Recommends financial actions by analyzing accounting options.
* Handling Material Submittal
* Handling Tender Inquiries
* Giving assistance/help to my colleagues in doing paper works, filing, preparing Material Submittals, delivery follow-ups, sending queries and orders, answering calls and mails.

**Philippine Duplicators Inc., - Manila, Philippines.**June 2014 – January 2017**Position:** Accounts Receivable BookkeeperDuties & Responsibilities:* Secures revenue by verifying and posting receipts; resolving discrepancies.
* Posts customer payments by recording cash, and checks transactions.
* Updates receivables by totaling unpaid invoices.
* Maintains records by microfilming invoices, debits, and credits.
* Verifies validity of account discrepancies by obtaining and investigating information from sales, trade promotions, customer service departments, and from customers;
* Resolves valid or authorized deductions by entering adjusting entries.
* Resolves invalid or unauthorized deductions by following pending deductions procedures.
* Resolves collections by examining customer payment plans, payment history, coordinating contact with collections department.
* Summarizes receivables by maintaining invoice accounts; coordinating monthly transfer to accounts receivable account; verifying totals; preparing report.
* Protects organization's value by keeping information confidential.
* Inform customers and collect overdue payments
* Review and prepare new accounts for credit
* Maintained accurate filing systems for all account data
* Posting and Validating of Tax (Sales, Creditable Vat & Creditable Income) on the BIR (Bureau of Internal Revenue) program.

**RURAL BANK OF ODIONGAN, Inc.**March 2013- to MAY 2013Accounts DepartmentPosition: On Job Training – Accounts Clerk**Detailed Role:*** Maintaining General Ledger and Processing Journal Entries.
* Compile and analyze financial information to prepare entries to accounts, such as general ledger accounts, and document business transactions.
* Establish, maintain, and coordinate the implementation of accounting and accounting control procedures.
* Resolving discrepancies and irregularities in the finances of an individual or firm, as they appear.
* Recommend, develop and maintain financial data bases, computer software systems and manual filing systems.
* Supervise the input and handling of financial data and reports for the company's automated financial systems.
* Keeping records of all transactions and checking payroll calculation.
* Process Cheque, maintain filing and invoice monitoring systems, and audit petty cash envelopes - as well as carrying out other duties assigned by the Branch Head Accountant
* Responsible for data entry, processing Cheque, filing, and auditing petty cash envelopes.
* Enter financial data into journals by making journal entries.
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