**Joven**

Email: joven.388069@2freemail.com

**Sex: Male**

**Nationality: Filipino**

**Civil Status: Single**

**Language: English, Tagalog & Basic Mandarin.**

**Curriculum Vitae**



**Career Objectives:**

**To work in an organization which provides the best opportunity for career and individual growth, where my skills and potentials are developed.**

**To adapt quickly to new and varied roles and to perform the highest standards in an under pressure working environments.**

**Highlights of Qualification:**

**Handles Full set of Accounting up to Finalization & Administration jobs for more than 12 years @ Strontium in 3 different Subsidiaries.**

**With knowledge in Microsoft Office, Tally and ERP Navision. Handles yearly Audit for 12 years.**

**Experienced in Purchasing for 6 years as part of Job in Singapore. Worked in Taiwan for 5 years as Production Line leader.**

**With good interpersonal English and basic mandarin communication skills.**

**Vibrant, Talented, Reliable and easy to work in as part of a team. Able to organize material information in more professional and**

**productive way.**

**Long Service awardee at Strontium Technology with 10 years of service.**

**WORK EXPERIENCES:**

**Senior Accountant**

**Strontium Assemblies Pte Ltd (Manufacturing Company)**

**178 Paya Lebar Road Singapore**

**May 31, 2018 to December 31, 2018**

**Responsible for the Full set of Accounting which involves posting journal entries into accounting system Navision.**

**Responsible for the Accounts Receivables, Accounts Payables of the company.**

**Responsible for GST filing quarterly.**

**Monitors and controls all cheque signatories, payment voucher and cash payment**

**Responsible for the preparation of documents for AMAZON Sales online.**

**Maintain office efficiency by ordering supplies for office and materials to be used in production.**

**Senior Accountant**

**Strontium Technology LLC (Trading Company)**

**Dubai U.A.E.**

**May 2014 to May 30, 2018**

**Over All In charge of Strontium Dubai Branch operations.**

**Responsible for the Full set of Accounting which involves posting journal entries up to Finalization in Accounting System, Navision.**

**Responsible for the Accounts Receivables, Accounts Payables of the company.**

**Responsible for VAT filing monthly.**

**Monitoring Cash inflows and outflows of the company.**

**Record and analyze the company's financial information. Review and monitor costs inherent in the business.**

**Accountant - General**

**Strontium Assemblies Pte Ltd (Manufacturing Company)**

**178 Paya Lebar Road Singapore**

**April 2008 – May 2014**

**Responsible for the Full set of Accounting which involves posting journal entries up to Finalization in Accounting System, Navision.**

**Responsible in Preparation of Financial Statements of the company for use in Annual Audit.**

**Computation of Bill of Materials for each product yearly. Responsible for GST filing quarterly.**

**Liaises with the Auditors in yearly audit.**

**Monitors and controls all cheque signatories, payment voucher and cash payment**

**Responsible for the computation of monthly payroll for the company with 32 employees and**

**Maintain office efficiency by ordering supplies and being prepared for rush job.**

**Responsible for the Import purchases of the company, scheduling of imports, Purchasing and delivery of goods.**

**Responsible in liaising with new suppliers for new product packaging. Office Administrator**

**Company’s administrator thus responsible in applying and renewing Work Passes for all employees and all other Administrative Jobs.**

**Accountant - General**

**Strontium Middle East FZE (Trading Company)**

**Jebel Ali Free Zone Dubai U.A.E.**

**January 2006 – April 2008**

**Responsible for the General Accounting which involves posting journal entries up to Finalization in Accounting System, Navision.**

**Responsible in Preparation of Financial Statements of the company for use in Annual Audit.**

**Responsible for Receivables, follow-up cheque payments from customers before the Due date of Invoice/s.**

**Responsible for the Payables of the Company, ensure that the payables of the company are paid before the Due date.**

**Responsible for the Bank Reconciliations Monthly.**

**Prepare Company’s payroll and Transfer of funds if needed. Monitoring Cash inflows and outflows of the company.**

**Office Administrator**

**Takes responsibility for all administrative concerns – liaises with respective JAFZA, Customs Documentation, Courier Service and Insurance personnel, to ensure that all requirements are met**

**Educational Background:**

**Bachelor of Science in Accountancy**

**Philippine School of Business Administration -Manila**

**October 1997 Graduate**

**Personal Qualities :**

**Computer literate (MS Office and Accounting System, ERP Navision & Tally.)**

**With Good communication skills (Verbal & written.)**

**Accurate, dependable and dedicated to doing best possible jobs. Team Player and can work well with others.**

**Can work with minimum supervision. Quick learner, Honest and hardworking.**