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| **Rachel**  [**Rachel-394446@gulfjobseeker.com**](mailto:Rachel-394446@gulfjobseeker.com) | |  |
| Competent and result-oriented CPA, CMA with more than 10 years of diversified experience in handling Corporate Reporting, General Accounting & Audit for multifaceted industries. Proven track record in MIS reporting, budgeting and forecasting, cash flows reporting, variance analysis, balance sheet reconciliations, accounting, AR/AP, P/L, bank transactions, cash management, payroll, maintenance of book of accounts, financial statement preparation and various accounting records. Proficient in using customized software and other applications to effectively perform accounting transactions and reporting. Possesses excellent analytical, problem solving, planning, organization, coordination and communication skills. | | |
| **Strengths** |  | |
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* ****Gulf-experienced Professional (worked in Qatar, UAE and Kuwait)
* Remarkable experience in developing financial management reporting templates
* Knowledgeable in SAP, Navision, Peachtree andSage SimplyAccounting Software
* Competencies in Accounts, Finance and Reporting
* Excellent skills in analyzing and evaluating data and information
* Ability to use professional judgment, experience and knowledge to analyze variances and trends
* Knowledgeable of VAT
* Advance level skillsets in Excel
* Excellent communication and presentation skills
* Ability to perform and multi-task with tight deadlines
* Ability to establish credibility and excellent business relationships with staffs
* Fastidious with keen eye for details
* Great ability to work collaboratively with affiliated Companies
* Highly trustworthy in keeping confidential information
* Performance driven and excellent team player
* Dedicated with positive attitude

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| **Qualifications** |  | | |
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| **Certified Public Accountant (CPA)**  Professional Regulation Commission, Philippines | | **2008** |
| **Certified Management Accountant (CMA)**  Institute of Management Accountants, United States  **Bachelor of Science in Accountancy (Cum Laude)**  Far Eastern University, Philippines | | **2019**  **2008** |

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| **Career Snapshot** |  | | |
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| **Corporate Finance Manager,** Group, Kuwait  **Corporate Reporting Manager,** Kout Food Group, Kuwait  **Group Management Accountant,** Hoshanco Holding, UAE | | **May 2016 – Jan 2019**  **Jul 2015 –Apr 2016**  **May 2013 – Jun 2015** |
| **Senior Accountant,** Shannon Trading & Contracting Co. WLL, Qatar | | **Dec 2011 – Apr 2013** |
| **Senior Accountant,** Core Solutions Consultants, Inc., Philippines | | **Sep 2010 – Sep 2011** |
| **External Auditor In-Charge,** Alas, Oplas&Co.,CPAs – RSM Int’l, Philippines | | **Jan 2009 – Aug 2010** |
| **Accounts Executive (Trainee),** Pelayo Teodoro Santamaria & Co., Philippines | | **Nov 2007 – Jan 2008** |
| **Accounts Executive (Trainee),** FEU Internal Auditing Department, Philippines | | **Jul 2006 – Sep 2006** |

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| **Experience** |  |
| **Corporate Finance Manager** – July 2015 to January 2019  Kout Food Group, Kuwait (Multinational Company majority owned by Al-Homaizi family operating in Kuwait, Iraq and UK, engage mainly in Restaurants business for franchise and non-franchise brands)   * Handled the Corporate Reporting, Treasury, Payroll and General accounting (which includes Month-end Closing of Books, Balance Sheet Reconciliations, Statutory Audit and Tax) function of the Company. * Prepared monthly closing and reporting timetable with approval of CFO. * Reviewed and approved month-end closing entries and closed the books as per the set timetable. * Analysedand reviewed Financial Reports (i.e. Income Statement, Balance Sheet, Cash Flows, Revenue Analysis and Ageing Reports) for Management to ensure that they are making well-informed decisions to assure future stability, growth and profitability of the Company. * Prepared variance analysis for P&L accounts in consolidated level. * Consolidated reports of the whole group. * Formulated templates for reporting (such as Month-end Report template, Budget template, Cash Flows template) as per Management requirement and in coordination with the team. * Facilitated and supported the Forecasting activities and Budgeting Process and consolidated the Budget Report. * Prepared Finance and Board Power Point presentations in coordination with the team. * Approved daily payments to employees and suppliers. * Reviewed Group Daily Bank Balances and Facility Utilization Report for cash flow requirements. * Purchased foreign exchange currencies and investing excess cash in financial institution. * Reviewed monthly payroll reconciliation before payroll release. * Reviewed and approved employee advances, petty cash and employee final settlements. * Reviewed balance sheet reconciliations. * Interacted with other third party such as Banks, Auditors, and Tax Team for reporting requirements and other matters related to Finance.   **Achievements:**   * Cleaned the book of accounts throughbalance sheet reconciliations. * Improved the monthly financial reporting excel templates. * Reduced the amount of time for month-end closing and reporting from 8 days to 5 days. * Introduced the Daily Bank Balances and Facility Utilization Report for cash reporting. * Successful conversion of POS machines in all our restaurants from one bank to another bank. * Supported in automation of bank reconciliation. * Reduced processing time for vacation payment.   **Group Management Accountant** – May 2013 to June 2015  Hoshan Holding Group, UAE (Multinational business owned by Hoshan family operating in Middle East, Africa and Levant, engage in Trading and Distribution, Real Estate Development, Facility Management, Retail, Manufacturing)   * Prepared, developed and analysedMonthlyFinancial Reports for Management. * Formulated templates for reporting as per Management requirement. * Provided a quality support service liaising with other colleagues for monthly reporting requirements and other matters related to Finance. * Consolidated reports of the whole group. * Projected monthly cash flows report for Treasury and Banking Manager. * Generated Group Daily Bank Balances and Facility Utilization Report. * Prepared Group Daily Collection Report. * Involved in Budget preparation. * Performed balance sheet reconciliations. * Handled Special Assignments such as cleaning of book of accountsand projections.   **Achievements:**   * Resolved accounting issues through balance sheet reconciliations for Lebanon and Jordan. * Fixed and customized the chart of accounts of Morocco, Tunisia, Lebanon and Jordan as per their country’s specific requirements. * Built the monthly excel reporting template from scratch. (Initially, from data or information required, structuring, formatting, fonts and colors to automating it with different excel functions or formulas with graphs.) * Reduced the amount of time of month-end reporting process from 6 days to 3 days. * Rectified the mapping of incorrect cost centers in the system through coordination with Business Unit Controllers and SAP experts. * Created templates for Daily Bank Balances and Facility Utilization Report, Daily Collection Report and Cash Flows Reports.   **Senior Accountant** –December 2011 to April 2013  Shannon Trading & Contracting Co. WLL, Qatar (Construction Company)   * Reviewed invoices for appropriate documentation and approval prior to payment. * Prepared vouchers and checks for payment including debit/credit notes for related party transactions. * Obtained all signatures for checks and distributed the checks accordingly. * Recorded payment vouchers in Summit Accounting System and Microsoft Access. * Reconciled vendor statements, investigated and made corrections in case of any discrepancies. * Handled petty cash fund. * Authorized to access Company’s bank account for proper utilization and cash management. * Facilitated distribution of salary to employees. * Generated reports for Finance Manager whenever required. | | |
| **Senior Accountant** –September 2010 to September 2011  CoreSolutions Consultants, Inc., Philippines (Accounting Services Provider)   * Rendered wide range of account and finance services to almost 30 corporate clients. Coordinated and worked closely with them to better understand their requirements to provide quality service. * Prepared and presented financial statements or reports viz. Income Statement, Balance Sheet etc. * Analysed and reviewed financial statements and entries prepared by junior staffs. * Conducted general accounting work including preparation of taxation returns (i.e. VAT, Corporate tax) and payroll computations. * Maintained book of accounts both manually or through computerized accounting system. * Generated reportorial reports for various governmental agencies: Bureau of Internal Revenue, Social Security System, Philippine Health Insurance Company and Home Development Mutual Fund. * Ensured strict adherence with all government reports and statutory requirements.   Clients’ Industry: Pharmaceutical, Advertising, Restaurant, Retail (Beauty Products), Real Estate,Cookware   |  | | --- | |  | | | |
| **External Auditor In-Charge** –January 2009 to August 2010  Alas, Oplas & Co., CPAs - RSM International, Philippines (Audit Firm)   * Performed annual financial statement audit as auditor in-charge for small and medium enterprises. * Handled all phases of financial statement auditing from pre-planning up to completion and reporting including whole gamut of operations therewith. * Conducted interviews with client to fully understand nature of their business. Accordingly performed preliminary analysis from the same. * Computed materiality limit as basis of balance to be audited and prepared risk assessment. * Devised plan of procedures to be performed during audit. * Prepared audit working papers for review of audit manager. * Developed and discussed findings and recommendations in the audited entities.   Clients’ Industry: Real Estate, Heavy Equipment, Automotive, Software Developer, Chemical Manufacturer& Distributor | | |

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| **Recent Seminar Attended** |  |
| VAT Compliance and Federal Tax Authority (FTA) Audit Masterclass, July 2019 | |
| **IT Skills** |  |
| Accounting Package (SAP, Navision, Peachtree, Sage Simply Accounting), MS Office (Word, Excel, PowerPoint), Email (i.e. Outlook) and Internet Applications | |

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| **Personal Details** |  |

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| Date of Birth | : | 20th June 1986 |
| Marital Status | : | Married |
| Languages | : | English & Tagalog |
| Availability | : | Immediate |