

**MARLENE**



**OBJECTIVE: To obtain a managerial position in a dynamic corporation where I can fully utilize my knowledge and skills to improve company’s operations, increase its profitability by applying excellent analytical and technical skills and enhance growth, thus, making a significant contributions to the success of the company.**

**WORK EXPERIENCE:**

**1st April 2008 to 8th September 2019 - Finance and Administration Manager**

 **A trading company which is a subsidiary of WEG S.A., a multinational company manufacturing electric motors and one of the world’s largest provider of electric and electronic products and system with headquarters in Brazil.**

**Manage system postings till finalization of accounts.**

**Manage the accounts receivables and payables activities.**

**Prepare monthly financial statements including Trial Balance, Balance Sheet, Income Statement and Cash Flow Statement.**

**Accountable for all tax, accounting, social and legal obligations.**

**Maintain accurate bank records of cash withdrawals and deposits.**

**Manage booking of current and non-current assets depreciation/amortization and pre-payments.**

**Follow standard accounting process for financial analysis and reporting activities. Control and validate the revenue and direct costs per job.**

**Book the closing entries in the accounting system (amortization, accruals, inventory, revenues recognition, prepaid, etc.)**

**Provide the annual budget following the reporting template and request from the Headquarters.**

**Process Wage Protection System (WPS) monthly salaries of all the employees. Prepare the audit based on the auditor’s requirements (confirm**

**customers/suppliers/ balances, inventory, etc.)**

**Submit the annual internal accounts to the Headquarters before the official audit. Oversee preparation of financial records related to general ledger, payroll,**

**budget, expense, etc.**

**Evaluate existing accounting system and recommend improvements if required. Perform account reconciliations and generate financial reports.**

**Identify and resolve invoicing issues, accounting discrepancies and other financial related problems.**

**Manage all client accounts for payment settlements.**

**Manage the SAPB1 system for user creation, authorization, general settings, license administration, crystal reports, etc.**

**Monitor and manage expenses within allotted budgets.**

**Interview, hire and train new employees in financial and administration activities. Participates in resource identification, work assignment, performance evaluation,**

**and promotion activities/implementation.**

**Initiate orientation and training programs for employees. Manage all visa process.**

**Coordinate with the Headquarters Legal Department for formulation and attestation of legal documents, i.e., Power of Attorney, Board Resolution and other Legal Undertakings.**

**Coordinate with International HR for personnel matters, i.e., salaries, evaluation system, expatriation process and other related HR/ admin matters.**

**Manage the overall administration works.**

**9th September 2006 to 20 January 2008 - Admin/Finance Assistant/ Product Coordinator**

**Stag International LLC – Dubai, UAE - An affiliate of Lal’s Group, (a reputed group with more than 4000 employees world-wide). Stag International is indulged in wholesale business of Stationery, Toys, Apparel, and Gifts items and is Licensee for reputed brands like Disney, Barbie, Spiderman, Power Ranger, Batman etc.**

**Extend support for effective and efficient office management at all times. Function as central contact for office supplies requisitions.**

**Responsible for preparing Business Plan, Product Development and Range Plan required by different licensors.**

**Prepare License Deal Memo between Licensor and Licensee.**

**Coordinate with the Accounts Department regarding invoices and other financial obligations of the company to licensors, suppliers and other parties.**

**Assist in answering general inquiries from by phone, e-mail and fax or correspondence received.**

**Arrange schedule of appointments /meetings /trade shows and other important events that the General Manager has to attend or participate.**

**In-charge of hotel reservation/booking of the General Manager. Prepare minutes of meeting.**

**Attend routine reply to clients’ inquiries and other issues through e-mail.**

**January 2004 to August 2006 -University Professor**

**College of Languages and Linguistics- Department of English and Foreign**

**Languages, Polytechnic University of the Philippines, Sta. Mesa, Manila, Philippines**

**Taught English Communication Skills, Creative Writing, Research and other English subject**

**Sat as panel in theses defense**

**Organized students activities in the department. Prepared test materials during examinations**

**Checked students projects, researches and other school papers Administered during entrance examination in the university**

**June 1994 to Dec. 2003 - Chief, Budget Technical Department**

**Finance Division-Budget Office, Polytechnic University of the Philippines, Sta. Mesa, Manila, Philippines**

**Conducted preliminary analysis of annual or special budget proposals.**

**Reviewed and evaluated request for allotment, re-allotments and revision of funds and prepares corresponding actions.**

**In-charge of Annual University Budget Proposal.**

 **Consolidated budgetary data** **and keeps records of funds.**

**Prepared financial reports and statement of allotments and obligations. Prepared Annual Equipment Procurement Program for the fiscal year Approved/rejected request of allotment for disbursement of funds.**

**Responsible for conducting preliminary analysis of annual or special budget proposals.**

**Prepared financial reports and other requests for submission to the Board of Regents and other university officials.**

**Posted data and updates records for payment and deductions for salaries, wages and sundry accounts.**

**Prepared balance sheet, income statement, trial balance, bank reconciliation and other financial statements.**

**Recorded treasury warrants, balances debit; and credit totals.**

**Posted accounting entries in monthly journals, ledgers and journal vouchers. Coordinated with the University Budget Director regarding financial issues. Submitted financial reports to the University Auditor.**

**Attended bidding for University infrastructure, computer equipment, office furniture and fixtures and other office supplies.**

**June 1989 to May 1994 - Accounts Assistant**

**Accounts Department- Polytechnic University of the Philippines, Sta.**

**Mesa, Manila, Philippines**

**Prepared statement of account for students**

**Posted accounting entries in monthly journals, ledgers and journal vouchers. Prepared financial reports and other documents as requested**

**Assisted in the students’ enrolment assessment for the tuition fees and other charges during enrollment**

**EDUCATION**

**Advanced Education/Post- Graduate Studies**

**1.Certified Management Accountant, June 2012-2013 (Non-Board)**

**Zabeel Institute, Dubai, UAE**

**2.** **Master in English Language Teaching, June 2000- May 2005 (Diploma) Polytechnic University of the Philippines Graduate School, Sta. Mesa, Manila, Philippines**

* 1. **Master in Accountancy , June 1993 – June 1994 (Earned units) Polytechnic University of the Philippines Graduate School, Manila, Philippines**

**Tertiary Education**

**Bachelor in Business Education, Major in Business and Distributive Arts- Bookkeeping and Accounting May 1993**

**Polytechnic University of the Philippines, Sta. Mesa, Manila, Philippines**

**KNOWLEDGE AND SKILLS**

**Generally Accepted Accounting Principles (GAAP) International Financial Reporting Standards (IFRS)**

**Computer proficient (Excel, Word, Power Point, Pivot Charts, Pivot Tables, etc) Knowledge in ERP system (Tally, JD Edwards, SAP)**

**Excellent verbal and written communication skills Team management and negotiation Skills**

**Strong organization and coordination skills Excellent customer service**

**Excellent office management skills**

**Availability - Immediate**

**Holds UAE Driving License**

**PERSONAL INFORMATION**

**Nationality** **:** **Filipino**

**Email :** marlene-397163@gulfjobseeker.com

I am available for an interview online through this Zoom Link <https://zoom.us/j/4532401292?pwd=SUlYVEdSeEpGaWN6ZndUaGEzK0FjUT09>

**I hereby certify that the above information is true and correct.**

**MARLENE**