To have the opportunity to use my extensive skills and experience in a professional and friendly environment that fits my proactive, helpful and

organized personality.

**Rhoda**

Mar 2015 –

May 2017

**Experience**

*ADECCO Middle East, Dubai, UAE*

**Administration and Collections Manager**

• Responsible for processing timesheets and expenses of contractors 800 plus

contractors for salary processing;

• Responsible for organizing and filing confidential government and company

documents;

• Assisted recruiters with all new contractor implementation needs for new

hires;

• Responsible for on-boarding of new employees in Navision with appropriate documentation;

• Analyzed delinquent accounts and prepare report on highest risk accounts

including recommendations for resolution;

• Interacted with customers to obtain additional credit information to support

credit lines;

• Reconciled transactions and balances to maintain accurate accounts;

• Monitored receivables and collections and provided updates of receivables

and provide appropriate reporting procedures;

• Identified problem accounts and provided regular updates of receivables to

management;

• Identified accounts requiring collection agency or legal action;

• Developed credit policies, credit collections;

• Assisted the sales department with any presentations, reporting and data

needed during acquiring new clients;

• Produced ad hoc reports for special projects;

• Reported directly to the Country Finance Manager.

**Personal Info**

**Date of Birth**

8 July 1973

[**Rhoda.65464@2freemail.com**](mailto:Rhoda.65464@2freemail.com)

Jan 2013 – **Payroll and Billing Manager**

Feb 2015

**Professional Profile**



Jan 2011 –

Dec 2012

Jan 2009 –

Dec 2010

• Streamlined the Payroll, Accounts Payable/Receivable and Business Support

departments into being my sole responsibility;

• Assisted recruiters with all new contractor implementation needs including

new hire, termination, benefits and other payroll paperwork;

• Responsible for weekly payrolls and invoicing cycle of 500 plus staffing

contractors and associates;

• Handled all client and contractor relations and implementation by being the contact person for any issues regarding payroll, invoicing, accounts payable/receivable, health benefits, paid time off, termination benefits;

• Responsible for organizing and filing confidential government and company

documents;

• Assisted the sales department with any presentations, reporting and data

needed during acquiring new clients;

• Produced ad hoc reports for special projects

• Reported directly to the Country Finance Manager;

• Implemented robust internal controls to protect company assets and monitored working capital for the business;

• Developed credit policies, credit collections, invoice request template, leave form requests, staffing calculators.

**Accounting Manager**

• Responsible for the completion of the monthly, quarterly and year-end

processes as well as quarterly forecasting and annual budget planning;

• Managed all aspects of financial accounting and control for the group business including finalising all period end, audit and consolidation reports.

• Played a pivotal role in the development and implementation of numerous cost saving initiatives for the company;

• Personally responsible for the creation of effective policies and procedures

for internal controls, accounting, financial planning and reporting;

• Managed a number of special projects as instructed by management including setting up new accounting software without any company training.

**Senior Accountant**

• Helped in the completion of the monthly, quarterly and year-end processes

as well as quarterly forecasting and annual budget planning;

• Reconciled numerous accounts and consolidated financial statements for review, including budget to actual variation analysis;

• Prepared monthly, quarterly and annual sales reports for submission to senior management and produced ad hoc reports for special projects;

• Reported directly to the Business Controller Overseas, Chargé Mission

Direction Financière and Managing Director;

A proactive and dynamic professional with extensive experience in the field of accountancy and tax. Able to demonstrate good knowledge of US GAAP and IFRS with the proven ability to ensure full compliance. Excellent mathematical and analytical capabilities are effectively combined with a methodical approach to problem solving

and a keen eye for detail.

Possesses strong communication skills used to great effect in delivering board level reports and developing relationships with managers and colleagues alike.

Mar 2006 –

Dec 2008

Nov 1999 –

Jun 2001

Nov 1999 –

Jun 2001

Mar 1997 –

Dec 1997

Jan 1996 –

Feb 1997

• Implemented robust internal controls to protect company assets and monitored working capital for the business;



• Assisted in all aspects of financial accounting and control for the group business including finalising all period end, audit and consolidation reports.

*Oceaneering International Dubai LLC, Dubai, UAE*

**Tax Accountant**

• Formulated company and country specific tax returns and local VAT

returns involving extensive data analysis;

• Calculated salaries of expats to facilitate payroll tax calculation in different countries worldwide and assisting with employee specific tax returns;

• Responsible for the reconciliation of PeopleSoft corporate tax balances and tax related balance sheets;

• Provided general support and assistance to the Tax Manager, including undertaking ad hoc projects and research specific tax issues.

*KPMG Manila, Makati City, Philippines*

**Senior Associate – Tax Division**

• Prepared annualization of income tax liability for expatriates and resolved

individual taxation related enquiries;

• Analyzed Bureau of Internal Revenue’s (BIRs) letters of assessments (LOAs), identified opportunities to minimize clients’ taxes and ensured that clients are able to pay their obligations to the BIR on time;

• Prepared and submitted successful applications for BIR rulings in favour of clients and completed regular tax audits.

*Continuum Technology Corp., Manila, Philippines*

**Chief Accountant**

• Ensured the accurate preparation of financial statements, including balance sheets, P&L statements, cash flow statements and ad hoc accounting reports;

• Identified and recommended improvements in the marketing of products to facilitate optimum collection of receivables;

• Protected the assets of the company by implementing effective internal controls and ensuring that deadlines and priorities are managed.

**Senior Accountant**

• Processed invoices for payment, recording all cash disbursements and

cash receipts and monitored deposits of cash receipts;

• Maintained and updated the general journal and recurring journals and performed month end closing tasks;

• Tracked assets and their depreciation, prepared monthly bank reconciliations and generated monthly financial statements;

• Additionally responsible for preparing statistical and written reports, at all times adhering to financial and standard accounting rules.

*Prudential Bank, Makati City, Philippines*

**Accounting Clerk - SSS**

• Responsible for the twice monthly consolidation of SSS remittances from more than 100 branches of Prudential Bank;

• Dealt with enquiries from SSS pensioners and improved the standard of service provided by expediting their remittances.

**Education**

*University of Santo Tomas, Manila, Philippines*

**Skills & Expertise**

- Accounting, Auditing & Tax;

- Credit & Collection, Invoicing;

- Customer Relations;

- Banking, Billing;

- Bank Guarantees & Letters of

Credit;

- Benefits Administration & Termination Benefits;

- Bookkeeping,

- Database Creation, File

Management, Document Control

& Archiving;

- Financial Analyst, Financial Statement Reporting in Accordance with IFRS;

- Insurances such as Liability Insurance, Workmen’s Compensation Insurance, Professional Indemnity Insurance

& Healthcare Insurance;

- Inventory Management;

- Office Management & Organizational Skills;

- Manpower On-boarding and

Termination;

- Payroll Processing, WPS Expert, Knowledge of UAE, Qatar and Saudi Labour Laws;

- Presentation Skills;

- Supervisory Skills, Team

Building

- Setting up of Business in UAE

- Technical Support

**IT Proficiency Microsoft Office** (Word, Excel, Access, PowerPoint, Outlook)

**Other Software**

1995 **Bachelor of Science in Accountancy**

**Certificate and Affiliation**

**Philippines Certified Public Accountants’ Board Exam Passer Member of the Philippines Institute of Certified Public Accountant**

(AccountMate, JDE, AS400,

PeopleSoft, Encompass and Sage, Navision, Peachtree, WPS expert)

*References are available on request.*

*I hereby attest the above information is true and correct with the best of my knowledge and belief.*