

**SALLY**

**Email:** [sally.93621@2freemail.com](mailto:sally.93621@2freemail.com)

* **PROFILE SUMMARY**
  + Qualified and highly experienced professional with 15+ years of track record in Accounts, Banking and Finance, Audit, Reporting & Compliance, Financial Statements preparation and Credit and Collection
  + Competencies in handling accounts, collection forecast, accounts reconciliation, general ledger, Letters of Credit
  + Possesses outstanding analytical and problem solving skills with ability to drive efficiency and financial performance
  + Well organized and results driven with excellent communication, coordination, and time management skills
  + Well versed in JD Edwards 9.1, SAP, Hyperion and Get Paid and has knowledge in Quickbooks
  + Seeks a challenging role as Accountant or Credit personnel to maximize the potential of education, gained skills and experience
* **STRENGTHS and ACHIEVEMENTS**
  + 9 years of Gulf experience
  + Well versed in Accounts Receivable (AR) & Finance functions and Reports
    - Super user in JDE and SAP AR module
    - Served as the Subject Matter Expert / focal point in AR between Weatherford MEA and Accenture during BPO project
  + Highly Analytical in Problem Solving
    - Rose from the rank based on the outstanding performance demonstrated in the work profile
    - Spearheaded various initiatives within the organizations worked which include implementation of Accounts clean-up for a customers to reflect accurate records
    - Reduced unapplied payments of customers by utilizing the Get Paid tool and through chasing countries across MEA region
    - Led process improvements of Accounts Receivables reconciliation leading to the clearance of long overdue accounts, mismatch items and established coordination amongst people responsible for each country
  + Adept on Credit and Collection Reporting Metrics
    - Responsible in the reconciliation of AR balances against Hyperion balance that is essential in credit reporting analysis
  + Keen on complying with Statutory Regulations
    - Awarded for exemplary performance handling 2 different roles for a period of time during employment with Allied Bank
    - Recognized for uncovering irregularities in banking operations (long unreconciled due from Foreign bank accounts against Foreign bank statements)
  + Highly independent and resilient individual
* **EDUCATION**

**Bachelor of Science in Accountancy**

Saint Louis College, San Fernando, La Union

Philippines

* **CAREER PROGRESSION**

**Credit Reporting / Cash Applications Analyst Sep 2007 – Dec 2016**

Credit and Collections Department

**Weatherford Oil Tool Middle East – Dubai UAE**

*(one of the largest International Oil and Natural Gas firms providing products and services for Drilling, Evaluation, Completion, Production, and Intervention areas)*

* + Works with employees in operations, sales, etc., to encourage compliance with company policy in the extension of open terms and collection of past due amounts
  + Researches dispute delinquent account balances and coordinate with the countries
  + Prepares various reports for Management including but not limited to:
    - Weekly Cash Collection vs Monthly Target with comments from countries across MEA region
    - Weekly Cash collection forecast from third party customers
    - Monthly AR aging report which tallies to the GL
    - Monthly unapplied cash report for over 90 days due
    - Monthly overdue reports and unauthorized sales report
    - Quarterly AR Reserve, Over 365 days report and Legal and Dispute aging report with reconciliation against Hyperion
  + Reviews accounts to be recommended for write-off and assists in report preparation
  + Monitors monthly Unapplied Report from third party customers and coordinate with the countries across MEA for clearance
  + Updates all outstanding balance and coordinates with countries for the status
  + Checks the bank on daily basis and segregates payments made from customer and intercompany
  + Updates the payment list and advises countries for the status of the payment
  + Updates all outstanding balance and coordinates with countries for the status
  + Updates and sends to all customers the monthly statement of accounts
  + Prepares all documentation for Cash Application in JDE and sends instruction to Accenture for cash apps process
  + Corrects errors including misapplied payments and overpayments
  + Reconciles monthly ledger entries against bank entries
  + Coordinates with banks and follow up with them any incoming payments in favor of Weatherford (LC, telegraphic transfer, cheques)
  + Maintains organized customer files
  + Understands and complies with all safety rules and company policies of Weatherford
  + Performs various duties assigned by supervisor within the physical constraints of the job
  + Undertakes special projects as requested

**Accountant – Import Section Feb 2007 – Aug 2007**

Air Import (DCV)

**Danzas AEI Emirates LLC**

Dubai Airport Freezone (DAFZA)

*(one of the largest Freight Forwarding and Logistics companies operating out of UAE)*

* + Maintain accurate accounts of petty cash expenses and warehouse float, check all vouchers submitted and reimburse expensed after the necessary approval from the HOD
  + Send all vouchers and records of the same to HO and receive reimbursements from them on a daily basis
  + Accurately update all reimbursements and expenses in JDE system
  + Update timely records of all direct shipment folders and check the accuracy of all documents for billing purposes
  + Invoices respective clients and ensure that there’s no duplication made in the invoice via checking them in JDE system
  + Monitor outbound shipments from warehouse, received signed delivery notes from drivers after delivery and update the same in the system in a timely and accurate manner
  + Receive signed delivery notes for walk in customers from the warehouse personnel and update in the system
  + Provide warehouse personnel with timely and accurate information on all part deliveries received from handling agent thereby enabling effective follow up
  + Adhere to service standards on response time and accurate receipt of information
  + Make aging of accounts mainly receivables and inform the clients the status of their record
  + Act as administrator in the Air Import Section
  + Provide recommendations to the management for implementation and improved profit plans
  + Handles and liquidate petty cash fund of the company in accordance with its policies and rules

**Accountant – Audit Division Apr 1998 – Oct 2006**

Reconciliation Department

**Philippine National Bank (formerly Allied Banking Corporation / Allied Bank)**

*(one of the leading banks in the Philippines)*

* + Establish nature of float items of inter – Office transactions – Due from Head office/Due to Branches (unmatched items between the subsidiary ledger (SL) of head office against subsidiary ledger (SL) of branches)
  + Thorough investigation and analysis of the causes of float items of the following Due from Accounts:
    - items between the SL of Allied Bank against Equitable PCI bank statements Due from Foreign Bank (unmatched items between SL of Allied Bank against its depository bank statements)
    - Due from Central Bank (unmatched items between the SL of Allied Bank against central bank statements)
    - Due from Local Bank as far as out-of-town checks are concerned (unmatched items between the SL of Allied Bank against local commercial bank statements), and, as far as visa/Mastercard transactions (unmatched)
  + Monitor the age of float items (should not be over 60 days)
  + Generate analyst report in case there were double payment / credit to the account of beneficiary, double debit against the account of Allied Bank, and overpayment/underpayment (erroneous conversion of foreign currency) and other irregularities
  + Prepare Inter-Office Communications to the concerned department / branch
  + Generate monthly Aging Report for strict monitoring of float items
  + Prepare schedule of adjustment for un responded, erroneous and misposted entries
  + Make inquiry letter to the depository banks on the unidentified float items
  + Send letter to the banks in case there were double debit against Allied Bank

**Recon / Analyst Trainee**

**Allied Banking Corporation**

* + Reconciliation of Due from Foreign Banks, Due from Central Bank, and Due from Local commercial Banks
  + Filing of Tickets (Inter-Office [IO] and FCDU)
  + Indexing of foreign Bank statements, Allied Bank subsidiary Ledger, FCDU subsidiary Ledger and tickets
  + Prepare various inactive records forms for proper keeping of old files
* **TRAININGS**
  + JDE Navigation (Basic and Advanced / Upgraded)
  + SAP Essentials
  + Get Paid
  + Quickbooks Starter
  + Hyperion Reporting
  + Compliance and Anti-Corruption
  + Seminar and Branch Exposure on Import Letter of Credit (Opening and Negotiation)
  + Training and Branch Exposure on Remittances (Incoming and Outgoing)
  + Export Letters of Credit
  + Clearing (Central Bank)
* **IT SKILLS**
  + Well versed in JD Edwards 9.1 and SAP Financials ERP based accounting software, Quickbooks, Get Paid and Hyperion
  + Proficient in MS Office Suite (Excel, Word, PowerPoint, Outlook), Internet browsing plus web research
* **PERSONAL DETAILS**

Nationality: Filipino

Languages: English and Filipino

Marital Status: Single

Visa Status: Transferrable

* **REFERENCES**

Available upon request