

**SALLY**

**Email:** 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