

**MARY JANE**

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**QUALIFICATIONS**

A fully-qualified Accounting Professional in a corporate accounting and small business accounting, possessing multiple skills in several areas;

* Accounts Receivable, Accounts Payable, Budgeting, Management and Financial Reporting
* Internal Control Policies and Procedures
* Technical Skills in Microsoft Outlook, Microsoft Office and accounting software such as Sage Peachtree and ERP-AX Dynamics

 Registered Certifications:

* Registered Cost Accountant (RCA), Institute of Certified Management Accountants of Australia
* Certified Bookkeeper (MICB), Institute of Certified Bookkeepers of UK

Highly experienced administrative support in managing and delivering high level of Building/Property Management Services and Owner’s Association which includes financials and facilities management.

A competent professional with initiative and work commitment, creatively-organized, confident in interactions with individuals at all levels. Ability of building and maintaining good relationships within a team as well as with clients.



**EDUCATION**

Polytechnic University of the Philippines (PUP) 2005-2008

Master in Business Administration MBA (33 units)

**Major in General Administration**

Mariano Marcos State University (MMSU) 1996-2000

Bachelor of Science in Business Administration

**Major in Management Accounting**



**PROFESSIONAL EXPERIENCE**

**ACCOUNTANT**

CAYAN GROUP & CAYAN COMMUNITY MANAGEMENT LLC

November 19, 2012 - present

* Prepares and analyzes monthly and annual financial reports of the managed properties and main company.
* Analyzes financial records and reports and performs month end reconciliation.
* Intercompany cost allocations and account reconciliations between the Cayan Group companies. Ensures accuracy of account balances.
* Prepares monthly cash flows projection of all managed properties and the main company.
* Assists in preparation of owner’s association annual budget of each project.
* Manages and prepares weekly and monthly AR collection reports of all managed properties.
* Prepares and checks daily cash management and weekly cash positions report.
* Process payments to vendors based on budgets and ensure proper documentation.
* Liaise with external auditors and prepare schedules on annual audits.
* Coordination with the bank officers for bank related inquiries.
* Suggests, develops and implements more effective and efficient accounting procedures.
* Prepares monthly payroll of employees and manage employee benefit records.
* Ensures provision of finance, accounting, and general administrative support services to Customer Service and Sales/Leasing department.
* Provides periodic feedback to customer service department for outstanding receivables and actual expenses against budget.

**Accomplishment:** Reconciled intercompany account balances of all projects. Updated financial reports of the managed properties in extreme deadlines. Established the new main company in the system. Accomplished audited report of 3 properties and the main company.

**OA/ CUSTOMER SERVICE EXECUTIVE**

CAYAN GROUP/CAYAN COMMUNITY MANAGEMENT LLC.

Provided support in the overall management of Owners Association of 5 managed properties.

* **Customer Service and General Management:**
* Attended and addressed clients request and inquiries with professionalism and excellence.
* Supported and provided administrative support to the OA and OA Board Members (such as memos, letters, procedures, agreements, fit out permits, reports, board meetings and annual general meeting)
* Managed and maintained proper owners' association records and filing.
* **Billing, Collection and Finance:**
* Ensured correctness of sent invoices for the Community Service Charges and Utilities.
* Ensured maximum collection processes in a timely manner and continuously following up and

issuance of notices of payments for uncollected outstanding service charges.

* Issued receipt vouchers of payments received from clients.
* Prepared request of payments to suppliers/vendors - main contractors and utilities. Ensured timely payments and supported with documents.
* Assisted in yearly budget preparation and prepare documents needed for board approvals.
* Monitored generating revenue of Owner’s Association such as rentals and admin fees.

**Accomplishment:** Contributed in the smooth operation of managing the Owner’s Association. Increase collections of outstanding due of owners and reduced cost.

**ACCOUNTANT**

TYCOON SWITCHGEAR MANUFACTURING LLC, DUBAI

June 19, 2010- October 06, 2012

* General accounting functions: processed request for payment of suppliers' invoices and company expenses, prepared delivery note, sales invoices and local purchase order.
* Monitored cash position of the company and reconciled with the head office.
* Handled and replenished petty cash fund. In charged of Cash Receipts Book, Cash Disbursement Book and Sales Book. Prepared schedule of expenses and depreciations for audit purposes.
* Managed posting of daily transactions in the Peachtree system.
* Increased collection efficiency of accounts receivables.
* Ensured correctness of time record attendance of employees, overtime, annual leave application and sick leave.
* Prepared monthly payroll and computation of overtime payment and employee cash advances.
* Performed administrative/front desk support functions and provided telephone support.
* Received and monitor client inquiries and disseminate to concerned department for preparation of quotations.

**ACCOUNTS & ADMINISTRATION EXECUTIVE**

INVENT UAE CO. LLC, DUBAI

MIDDLE EAST STEEL MACHINERY, DMCC, DUBAI

December 12, 2009-June 10, 2010

* Established manual procedures for the company and accounting forms, performed administrative support and secretarial functions to the Managing Director.
* Performed general accounting functions, maintained ledgers, handled A/P and A/R and prepared financial reports. Follow up request for proposals from Germany headquarters, prepared invoices and collections of receivables.
* Coordinated and managed multiple priorities, liaised with banks, auditors, suppliers and government authorities.
* Handled renewal of trade licenses and coordinated to Dubai authorities.

**Accomplishment:** Established & improved accounting processes and created reporting formats improving accuracy of reports and efficiency. Liaised with the government and prospective clients from Oman & Dubai for a workshop conducted by our US supplier resulting to increase in inquiries.

**ASSISTANT ADMINISTRATIVE II**

FIRST OCEANIC PROPERTY MANAGEMENT, INC.

May 23, 2006 to Dec. 8, 2009

PROJECT MANAGED: CALIFORNIA GARDEN SQUARE CONDOMINIUM ASSOCIATION

**PROJECT ACCOUNTANT**

FPD ASIA PROPERTY SERVICES, INC.

May 18, 2004-May 22, 2006

* **Purchasing:**
* Canvassed lower prices, evaluated and recommended of proposals/bids for materials and services for the project.
* Prepared purchase requisition of supplies, abstract of bids and purchase order.
* **Operation:**
* Supported to manage smooth administrative operations of the project. Registered all residence in biometrics system for safety measures.
* Supervised contractor's performance -janitorial, maintenance and security.
* Recommended suggestions and ideas that could improve the managed property.
* **Administration:**
* Secured and renewed necessary applicable license and permits pertaining to the project national and local government.
* Ensured on time submission and filling of government requirements such as business permits and internal revenue requirements.
* Other administrative work pertains to the operation and management of the building. (Such as work/fit out permit, circulars, correspondence, and memorandum).

**Accomplishment:** As a team player, implemented better control over disbursements and contributed to operating expense savings monthly by monitoring of budgets versus the actual and utilizing available resources. Consistently in billing and collections of receivables as a result reduced the uncollected long overdue accounts. Immediate response thus reduced client's inquiries and complaints.

**BOOKKEEPER**

JMS INTERNATIONAL, INC.

April 10, 2002-May 15, 2004

* Established accounts through approved credit application and advised sales department for

uncollectible accounts of customers for proper monitoring.

* Accomplished better collection by monthly follow up and prepared consolidated statement of accounts of clients.
* Handled and managed petty cash fund and formulate reasonable means of cost cutting

measures.

* Supervised three office collectors to ensure receivables are properly collected and deposited.
* Directly reported to Managing Director for weekly and monthly reports.

**FINANCE -ADMINISTRATION ASSISTANT**

UNITED AMERICAN PHARMA

March 2001 - April 2002

* Monitored and checked Fieldsmen Expenses Report using JD Edwards's system.
* Assisted in yearly budget preparation for operating expenses.
* Assisted to achieve higher sales through encoded Sample and Promo Materials.
* Disbursement, Accounts Payables and monthly issuance of checks payment.

**Accomplishment:** Implemented and monitored collection procedures thus all receivables are collected on time.



**TRAININGS & SEMINARS ATTENDED**

Customer Service Mileage conducted by FOPMI (8 hours)

Accounting Seminar conducted yearly by FOPMI (8 hours)

Self-Esteem: An Essential Element of a Business Success

Conducted by PROSEC Learning Center (16hours)

Advancing Success through Effective Communication conducted by FOPMI (8 hours)

Debt Collection by Telephone conducted by FOPMI (8 hours)

Value Enhancement Workshop

Conducted by EVOLIFE Training Center (16hours)

Mystrata System, Dubai (Owners Association Community Software) - Dubai ( 8 hours)

Developer Self Registration (DSR) Dubai Land Department (4 hours)

Certified Accounting Technician (CAT) Review & Training (Sept-October 2015)

Gleim CMA Review and Training (December 2015-March 2016)

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**MARY JANE RCA, MICB**

 **Applicant**