**Daniel**

Visa Status: Employment

Nationality: Filipino

Age: 28

Birthday: May 02, 1989

With Driving License

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| --- | --- |
| I am | A pro-active and a highly motivated person. Someone who has high |
|  | expectations on my results. |  |
|  |  Committed to building something larger, hardworking and consistently set |
|  | firm goals for myself. |  |
|  | Determined to do well in my job and have a successful career through my |
|  | core values of dedication, honesty, loyalty and integrity at work. |  |
|  | A person who believes in competence and leadership as a great tool not just |
|  | for personal but organizational success as a whole |  |
| I am able to | Plan and organize tasks and assignments, be aware of time constraints, to |
|  | increase efficiency and effectiveness in accomplishing specific tasks |  |
|  |  Deal with situations which requires not just technical knowledge, but more |
|  | importantly leadership and ability to create practical solutions to achieve |
|  | positive results |  |
| I have | High Proficiency in various computer software including Microsoft Office such |
|  | as Excel, Word, PowerPoint, Outlook and Publisher. |  |
|  |  A wide experience with diff. accounting system particularly (SAP), |  |
|  | (REALSOFT) and QUICKBOOKS |  |
|  | Excellent command in English and with skills in Communications and | inter - |
|  | personal relations |  |
|  | An experience in organizational financial management gained thru several |
|  | assignments of funds accountability |  |
| I want | A position where I can utilize my knowledge in accounting, tasks |
|  | management, funds accountability, and leadership skills to attain a more |
|  | dynamic and fulfilling career |  |
|  | To work for a progressive company with strong leadership and vision, one |
|  | that recognizes and rewards performers |  |
|  |  A company with a culture of high professionalism, and team-collaboration, |
|  | which could be an avenue for personal , intellectual and social growth, as an |
|  | individual, an employee and one who plays an essential role in the success |
|  | of an organization. |  |

**EDUCATION & PROFESSIONAL DEVELOPMENT**

**Bachelor of Science in Accountancy**

April 2011

City of Malabon University, Philippines

**University Scholar**

**CORE STRENGTHS**

Cash / Revolving Funds Management

Journal Entry / Adjusting Entry

General Ledger Accounting

Accounts Receivable

Accounts Payable

WPS Processing

Bank Reconciliation

Inventory Analysis

Sales Reporting & Analysis

Financial Reporting

Management Reporting

Budgeting/Forecasting

Variance Analysis

Transition from Manual to Automated Accounting

Microsoft Office Proficiency Excel, Word,

PowerPoint, Publisher, Outlook & Access

SAP, RealSoft, Quickbooks Accounting Software

Organization & Process Improvement

Communications

Leadership & Inter-personal relation

**WORK EXPERIENCE**

**GENERAL ACCOUNTANT**

**May 2016 – Present**

**Al Maher Accounting Services**

**Dubai, United Arab Emirates**

Notable Accomplishments:

* Handling wide range of client such as **Trading** (Hadaieq Granata Trading – Sharjah, Al Rukn Environmental Supply – Sharjah), **Food and Beverage** (New Jabal Lebanon Restaurant – Sharjah), **Construction Firm** (3D Constraction LLC – Dubai, Al Masah Al Bayda Décor – Sharjah), **Service Provider** (Al Khubara Pest Control – Sharjah) **Dental Laboratories** ( 4S Dental Lab – Dubai, Solident Dental Lab – Dubai, Hue Dental Lab - Dubai), **Manufacturing Firm** ( Al Fombra Carpet – Dubai) and more
* Transition from Manual Accounting to Automated Accounting
* Recording and Checking of day to day transaction of the client
* Posting, update and maintenance of accounting journals & general ledgers
* Prepares monthly list and schedules of expenses on rent, depreciation, prepaid maintenance, Communication, Utilities & Provisions for staff Leave Pay, Air ticket and Indemnity benefits
* Prepares monthly payable lists and actual check payments for suppliers and other operational expenses upon management approvalprocess bank transfers Locally & Abroad
* Performs monthly bank reconciliation for all company bank accounts
* Monitors supplies inventory control procedure& product costing
* Recording transactions of Intercompany / Branch Accounting
* Prepares Monthly, Quarterly & Annual Financial Reports and discuss the same with the management
* Compliance to auditors Requirements for Freezone Company
* Suggest ways to reduce costs and improve profits upon monitoring & analysis of Variances and Cost

**October 2013 – November 2015**

**Exquisite Trading LLC,**

**Dubai, United Arab Emirates**

***Accounting Department***

Notable Accomplishments:

* Has resolved and established procedure to easily track discrepancies on debit/credit card sales in POS System vs. Merchant Bank Credits in the Bank
* Has improved procurement process and reduced overstocks by implementing a PAR Level Inventory Monitoring & Control System
* Coordinate with suppliers on the prices, credit facility applications, and disbursement of check payments.
* Generates purchase orders for new equipment and arrange and coordinate service maintenance contract with suppliers.
* Monitors supplies inventory control procedure
* Compile daily sales reports from outlet and reconciling it with the POS System data
* Computes and prepares Annual Sales and Costs Budget /Target and deliberate the same with the Management.
* Prepares Monthly, Quarterly & Annual Sales Report and Costing Summary
* Prepares monthly, quarterly & Annual Sales Report and Costing Summary Assist in the preparation of financial statements by reconciling account ledgers and process adjustments of dis-balances
* Provide assistance during audit period by preparing audit schedules of fixed assets, AR, AP, Prepaid expenses, Inventories & other necessary documents.
* Point of contact in the Head Office for financial, non-financial and operational & marketing aspect
* Petty Cash Custodian, Funds accountability, Disbursement, and Replenishment, Management and Reporting of Head Office Petty Cash revolving funds. Preparation and Releasing of checks to suppliers

**Human Resource Department**

* Verification of Attendance (Head Office & Shops)
* End of Service Computations and processing
* Payroll (Computation, approval and WPS processing)
* Any other official and personal tasks assigned by the Management.

**ACCOUNTING SUPERVISOR (A/R) – Credit and Collection Analyst**

**February 2012 – June 2013**

**The Rogemson Company Incorporated, Quezon City, Philippines**

Responsible for bulk numbers of account divided into Key Account, Secondary Accounts and Tertiary accounts, Located within Metro Manila, Philippines.

* Accounts handling related to credit and collection as well as posting of payments on per client basis
* Preparation of accounts for collection reports
* Creation of entry for client’s payment into the system(SAP) Systems Application and Products
* Posting of adjusting entry (i.e. payment deduction) as per approved contract is concerned and clients actual payments
* Accounts Receivable reconciliation to the General Ledger
* Approval of Sales Order
* Approval of New Accounts
* Analysis of clients Project Work Plan as the basis of their payment deduction
* Consolidation of Sales and Collection report nationwide (all over the Philippines)
* Summary Reports on sales and collection per territory and per agent
* Analysis of Sales and Collection performance and make recommendation to the Management
* Preparation of Account for Collection Report
* Finalization of individual Statement of Accounts focusing on turn-over projects
* Creation of Journal Vouchers, Check Voucher endorsements reflecting entries for individual and by projects adjustments in SAP

**COST ACCOUNTANT (PROJECT BASE)**

**October 2011 – January 2012**

**BOO’S CAFÉ VILLE GRILL AND RESTO BAR**

Responsible for product costing and cost control, payroll and some managerial functions

* Product costing for the of foods and beverages
* Establishing some cost control policy
* Price quotation for events and functions
* Employee’s payroll
* Request for payment of due accounts
* Inventory Management for food and non- food

**BOARD MEMBER**

**April 2010 – April 2011**

**University Board of Regents,**

**City of Malabon University, Philippines**

Represents the students as Elected Vice- President of University Student Council along with the City Mayor as member of Board of Regents, the highest-policy making body in the University.

* Reports student-related concerns in adherence to a student-oriented decision making by the Board.
* Participates in the deliberations and in the actual decision-making which includes attesting and signing of BOR Resolutions.
* Deliberation and Approval of semestral and annual University Budget.
* Endorsed sets of long-term project proposals subject to discussion and approval of the Board. Major Contributions:
* Establishment of “The Current”, the Official Student Media of City of Malabon University
* Adoption of 2009 SSC By laws and Constitution (Co-author)
* Granting of 25% scholarship to Student Council Officers, Accomplished numbers of infrastructure projects with students & the University as beneficiary

**ACCOUNTING TRAINEE**

**July 2010- March 2011**

**Tax Credit Department**

**Bureau of Custom, Republic of the Philippines**

* Check all the Batch Control Sheets containing bank payments made by tax payers
* Prepare summary of Bank Payments and post the same to Monthly monitoring of collections.
* Assist in receiving and verification of Individual and Company Tax Returns