

**AMALIA**

[**AMALIA.341697@2freemail.com**](mailto:AMALIA.341697@2freemail.com)

**Position Applied for: Accountant / General Accountant / Chief Accountant**

**Career objective**

Detail-oriented accountant seeking a position where analytical and technical skills can be further developed and utilized to improve the company’s profitability and contribute to its growth.

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| **PROFESSIONAL QUALIFICATIONS** |

**Certified Public Accountant (CPA)**

**Bachelor of Science in Commerce, major in Accounting**

Saint Mary’s University

Bayombong, Nueva Vizcaya, Philippines

Graduated, March 1989

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| **SKILLS** |

* Accounts finalization.
* In-depth knowledge of Tally. ERP 9 accounting software application.
* Proficient in Microsoft Office (Word, Advanced Excel, Outlook and PowerPoint).
* Detail-oriented, competent and diligent.
* Strong communication and interpersonal skills
* Time management and problem solving.
* Strong analytical and technical skills.
* Knowledge of Dubai trade customs clearance and documentation. (E-Mirsal II)
* Knowledge of International Financial Reporting Standards (IFRS) and IAS.

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| **WORK EXPERIENCES** |

**GENERAL ACCOUNTANT**

Arcom Heavy Equipment FZE

P.O. Box 17412, Between 7 & 8 RA

Jebel Ali Free Zone, Dubai, U.A.E.

**June 17, 2006 to present**

*Duties and Responsibilities:*

* Maintenance of accounts in Tally.ERP 9 up to finalization and MIS reporting.
* Prepare cash flow statement, bank reconciliation, in-house financials on a monthly basis or as needed.
* Cash management, WPS, online banking, bank deposits and bank transfers.
* Coordinate with external auditors and organize yearend audit procedure.
* Efficient handling of Import and Export Letter of Credit.
* Coordinate with banks regarding corporate credit facilities and ensure compliance of required documentation and securities. Arrange financial reports as required.

*Duties and Responsibilities:*

* Organize on time payment of bank loans and utility bills.
* Ensure accounting policies, procedures and internal controls are implemented.
* Monitor trade receivables and prepare Statement of Accounts.
* Maintain sales, purchases, receivable, payable and inventory register.
* Guarantee that all costs related to a specific inventory are properly accounted.
* Verify purchase orders & invoices and arrange payment on time.
* Verify sales invoices & custom import/export documentations for shipment/delivery purposes and compute tax/duties on imports.
* Generate customs declaration for import & export goods.
* Verify receipts and all petty cash vouchers
* Collection of rent from tenants and payment of real estate property service charges.

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**ACCOUNTANT**

**Valdez Accounting Firm**

Certified Public Accountant and Management Office

Bambang, Nueva Vizcaya, Philippines

March 01, 2004 to March 31, 2006

*Duties and Responsibilities:*

* Perform bookkeeping jobs to Clients usually weekly or bi-monthly; provide internal accounting reports as needed.
* Prepare income tax return for business establishments.
* Prepare Clients Financial Statements and other documents required for loan, tax and other purposes.
* Manage Clients accounts payable, accounts receivable accounting and prepare Statement of Accounts for debtors.
* Prepare Clients bank reconciliation statements.

**Assistant Manager**

WPC Rice Grains Trading & Milling Co.

Solano, Nueva Vizcaya, Philippines

September 01, 1995 to February 10, 2004

*Duties and Responsibilities:*

* Assessment of the variety and quality of rice grains for proper pricing.
* Calculate the overhead expenses and set-up selling price of the rice grains purchased.
* Deal with rice traders and millers.
* Prepare and pay salary of laborers.
* Prepare income tax return.
* Provide credit to customers, monitor their farming activities and collect payments.

**Accounting Clerk / Cash Clerk**

**Land Bank of the Philippines**

Solano, Nueva Vizcaya, Philippines

January 07, 1991 to August 30, 1995

*Duties and Responsibilities:*

* Prepare daily Income Statement and Balance Sheet.
* Prepare payroll bi-monthly and handles petty cash.
* Prepare monthly contribution/payment for Social Security System & Income Tax.
* File payments and receipts vouchers.
* Compute Clients’ loan outstanding and restructuring of loans.

**Bank Teller**

**Philippine National Bank**

Ilagan, Isabela, Philippines

January 05, 1990 to July 05, 1990

*Duties and Responsibilities:*

* Receive deposits, process current and savings accounts withdrawals.
* Verify and cash cheques.
* Maintain cash count at end of the day.
* Verify authenticity of foreign currencies presented.
* Politely answer customer enquiries and refer them to the proper service area.
* Maintain highest level of confidentiality with all information received.
* Inform management of unusual behavior of clients and any threats for the safety of the bank and its personnel & other clients.

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| **SEMINAR / TRAINING ATTENDED IN UAE** |

**Letter of Credit training workshop**

Jood Palace Hotel (Taj Place Hotel), Deira, Dubai, U.A.E

August 24, 2008

Trakhees Accreditation Program

Cedar, Jebel Ali, Dubai, U.A.E.

October 13, 2016

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| **PERSONAL DATA** |

Nationality : Filipino

Civil status : Married

Religion : Christian

Visa Status : Employment visa (free zone)

I hereby certify that all above information are true and correct with the best of my ability.