**MARIA**

Email: [maria.350956@2freemail.com](mailto:maria.350956@2freemail.com)

**ACCOUNTANT**

Skilled accounting professional with 15 plus years of experience, have strong understanding of all aspects of accounting and financial management. Proven ability to manage multiple tasks to meet tight deadline schedules. Possesses reputation as a self- directed professional with excellent problem solving, analytical and communication skills.

Proven track record of performing work in an ethical manner while consistently maintaining the integrity of financial data. Strong relationship-building skills with management, co-employees, clients and suppliers.

**AREAS OF EXPERTISE**

* SAP Expert
* Health Object Expert
* Accounts payable and receivable.
* Supplier relations and customer service.
* Preparation of financial statements.
* Complex expense reporting and reconciliation.
* General ledger entries and audits.
* Data entry, receipts and invoices.
* Month-end reconciliation, analysis, reporting and documentation.
* Have good knowledge of accounting principles, standards, procedures and analytical methodologies in order to generate financial reports.
* Proficient in the use of PC’s, spreadsheets and other accounting software packages.
* Strong technical and analytical skills.

**EDUCATION**

School: Saint Louis University – Baguio City (Philippines)

Degree: Graduate of Bachelor in Accountancy

**PROFESSIONAL EXPERIENCES**

**Samaya Specialized Center LLC**

**Abu Dhabi- UAE**

**April 2015 to present**

* **Checking daily and monthly collection report of the center thru report generated from Health Object**
* **Encodes suppliers invoices using SAP System**
* **Prepares payments to suppliers and record the outgoing payments using the SAP**
* **Encoding deposits thru SAP**
* **Checking and preparation of Bank Reconciliation**
* **Preparation of financial statements**
* **Preparing payroll of 120 plus staff**
* **Preparation of bank related documents and coordination with bank representatives**
* **Handles other matters designated by the management from time to time.**
* **Checking payments receive from Daman, THIQA and ADNIC thru Green Rain.**

**Ventures Middle East LLC**

**Abu Dhabi - UAE**

**Senior Accountant**

**August 2009 to April 2015**

* Prepares and records assets, expenses, liability and revenue entries by compiling and analyzing account information.
* Maintains and balances subsidiary accounts by checking, posting, reconciling transactions and resolves any discrepancies thereof.
* Maintains the general ledger, preparing trial balance and reconciling each entries.
* Preparing Balance Sheet, Profit and Loss and Other Statements required.
* Prepares payroll, Cash Disbursement and handles Petty Cash Fund.
* Coordinate and provides information, reports and documents required by external auditors in the completion of Audited Financial Reports.
* Daily Bank Reconciliation
* Sets-up accounting system for newly establish affiliate companies.
* Records and reconciles inter-company transactions on a regular basis and ensures proper recording thereof.
* Monitors on-going projects for timely issuance of invoices.
* Ensures consistency in the application of accounting system and policy for the entire group of companies.
* Attends to some bank- related matters such as;
* Meet bank representative for opening of new account (s).
* Preparation of bank related documents and coordination with bank representative for the application of bank guarantees, manager’s cheque and loan applications, etc.
* Online banking access.
* Handles other matters designated by the management from time to time.
* Handles daily **ACCOUNTS PAYABLE** processes;
* Manages the accurate and timely processing of invoices, purchase orders, expense report, credit memos and payment transactions.
* Addresses escalated issues from employees and suppliers regarding accounts payable.
* Ensures accurate and compliant accounts payable files and records in accordance with company policies.
* Assesses and closing of A/P ledgers.
* Handles daily **ACCOUNTS RECEIVABLE** processes;
* Sees to it that payments are collected on time and seeks assistance from the sales department of those accounts that are hard to collect.
* Posts customer payments by recording cash or checks.
* Verification of validity of account discrepancies and resolving of authorized deductions by entering adjusting entries.
* Deposits collections to company’s account(s).
* Resolves collections by checking customer payment plans, payment history, credit line, and coordinating contact with sales department.
* Daily updates of receivables for management use.

**Global Mechnumatic Trading**

**Abu Dhabi - UAE**

**Accounting Clerk**

**November 2006 to April 2009**

* In charge of the financial matters of the company such as;
* Ensuring timely collections of receivables.
* Schedule and plan accounts payments.
* Handle company’s books of accounts, prepare timely and accurate monthly Financial Statements and other reports which are vital in management’s decision making.

**Ropali Group of Companies**

**Manila – Philippines**

**Accounting Supervisor**

**From October 1997 to July 2006**

* Consolidation of daily, monthly and yearly reports of 50 plus branches.
* Preparation of bi-monthly payroll of 200 plus employees.
* Preparation of accurate and timely financial statements and other reportorial requirements to be submitted to the company’s stockholders and government agencies.
* Supervision of head office and branch accountants and conduct monthly meetings for new policies and updates.
* Preparation of Statutory Payments.

**PERSONAL DETAILS**

Civil Status: Married

Citizenship: Filipino

Visa Status: Employment Visa