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| C:\Users\ace\AppData\Local\Microsoft\Windows\INetCache\Content.Word\IMG_4299e.jpgACILLE, CPA, CMA acille.379050@2freemail.com C/o- +971504973598 |
| core24x24iconsKey Skills

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| General Accounting |
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| Management and Financial Reports |
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| VAT / Taxation |
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| Auditing & Compliance |
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| Budgeting & Forecasts  |
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| Accounts Receivables & Payables  |
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| Financial Controls  |
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| Payroll Accounting  |
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| Liaison & Coordinating |
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| Consolidation of Accounts |
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| Finalization of Accounts |
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| SAP, ERP and other accounting and payroll software |
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 | knowledge24x24icons SummaryExperienced and qualified accountant who adjusts impeccably to constantly evolving accounting processes and technology. Proficient at general accounting, finalization and consolidations, financial reporting, taxation, analysis, budgeting and forecasting.Career highlights |
| * **CMA**&**CPA** professional with nearly **12 years of experience** in managing accounting process of the company along with adherence to statutory compliance in **FMCG**, **Auditing**, **Real Estate** and **Education** Industry
* With **8 years UAE experience** in accounts and finance department
* Proficient in developing & analyzing various internal controls, performance and statutory reports to be submitted to top management and other statutory reports
* Pivotal in managing the taxation process for **VAT** and Income Tax with complete documentation, processing, return filing and tax collections
* Excellence in formulating budgets, implementing systems/ procedures, conducting analysis and preparing key reports to exercise financial control and enhance overall efficiency of the organization
* Skilled in coordinating planning & management activities for ensuring completion of **internal & statutory audits**
* Expertise in preparing & maintaining statutory books of accounts and standalone & consolidated financial statements as per **GAAP and IFRS**
* Technically competent in **ERP**, payroll and other accounting software (**SAP**, QAD-MFG Pro, Tally, HRMS), **advance excel** user and all Microsoft Office applications

edu24x24iconsEducation* **Certified Management Accountant** from Institute of Management Accountant, United States of America in 2014
* **Certified Public Accountant** from Philippines Institute of Certified Public Accountant, Philippines in 2004
* **Bachelor of Science in Accountancy** from Father Saturnino Urios University, Butuan City, Philippines
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| exp24x24iconsWork Experience**Accountant**Aujan Coca-Cola Beverages Co. (Dubai, UAE)Mar 2012 – Mar 2017* Prepared monthly financial statements and variance analysis
* Handled Accounts Receivables and Payables effectively and efficiently
* Formulated budgets and conducted variance analysis; submitted budgets and volume reports and costs and revenues analysis to Coca-Cola Co.’s system
* Ensured completion of internal and external audits within time and cost budget
* Checked expenditure documents to assess compliance with all parameters of signed contracts and agreements
* Tracked all spending against approved requests
* Worked towards processing payroll, end of service settlements and employee benefit accruals of the company
* Addressed discrepancies in monthly bank statements and supplier’s statement of accounts
* Developed forecast for weekly/ monthly/ yearly volume sales and shared recommendations and analysis to management
* Shared base data analysis for full year’s initial budget as well as rolling budget every month

**Chief Accountant**Praxis Management / Sharjah Megamall Management (Sharjah, UAE)Aug 2008 – Mar 2011* Defined policies and procedure manual for accounting department and optimized work procedures with automation software
* Managed the implementation a complete set of accounting policies for the entire division
* Formulated unit’s budget and tracked financial performance versus the budget
* Developed financial statements, bank reconciliations and monthly cash flows while leading a team of resources
* Analyzed and verified account records, compiled financial information and reconciled reports
* Revise and streamline inefficient work procedures with automation software

**Senior Auditor**RP Maquiling & Co., CPAs (Butuan City, Philippines)Jun 2004 – Aug 2008* Managed the implementation of operational and financial audits to assure financial statements are fairly presented in alignment with GAAP
* Monitored filing of VAT and Income Tax returns and appearance before statutory authorities (Income Tax Authority)
* Ensured compliance with tax requirements, internal policies and external regulations
* Shared detailed tax documentation needed to submit accurate corporate returns
* Mitigated risks of material misstatement of financial reports due to fraud

personaldetails24x24iconsPersonal Details**Date of Birth:**23rd September 1981**Nationality:** Filipino (Philippines)**Marital Status:** Married**No. of Dependents:**1**Visa Details:**Husband Visa**Driving License Details:**UAE issued |