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| C:\Users\ace\AppData\Local\Microsoft\Windows\INetCache\Content.Word\IMG_4299e.jpg  ACILLE, CPA, CMA  [acille.379050@2freemail.com](mailto:acille.379050@2freemail.com)  C/o- +971504973598 | |
| core24x24iconsKey Skills   |  | | --- | | General Accounting | |  | | Management and Financial Reports | |  | | VAT / Taxation | |  | | Auditing & Compliance | |  | | Budgeting & Forecasts | |  | | Accounts Receivables & Payables | |  | | Financial Controls | |  | | Payroll Accounting | |  | | Liaison & Coordinating | |  | | Consolidation of Accounts | |  | | Finalization of Accounts | |  | | SAP, ERP and other accounting and payroll software | |  | | knowledge24x24icons Summary  Experienced 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 | |