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| **Email address:**  Email: [recshel.387920@2freemail.com](mailto:recshel.387920@2freemail.com) EDUCATION PROFILE: **Tertiary Education:**  **Bachelor of Science in Accountancy**  Rizal College of Taal, Philippines  S.Y. 2010-2014  **PERSONAL DETAILS:**  Sex: Female  Date of Birth: October 27, 1994  Civil Status: Single  Citizenship: Filipino  **SEMINARS ATTENDED:**  ***”COSO Internal Control framework”***  March 11, 2013  Taal, Batangas, Philippines  ***“Accounting Updates on PFRS and PFRS for SME’s”***  March 28, 2012  LCC, Lipa City, Batangas, Philippines  ***“Tax Update Seminar”***  August 31, 2012  LPU-Batangas, Batangas City Philippines | **CAREER OBJECTIVE:**  To be part of a reputable and prestigious organization and render dedicated service to a highly regarded company or institution that would offer opportunities for personal & professional growth.  **POSITION DESIRED:**  **ACCOUNTANT/ ACCOUNTING ASSISTANT**  SKILLS:   * High computer literacy - Proficient user of Accounting software (QuickBooks, DacEasy), Microsoft Office (Word, Excel, Outlook), PowerPoint Presentation, Internet and E-mails.   HIGHLIGHTS OF QUALIFICATIONS:   * Substantial experience & outstanding skills in Accounting. Multi task coordinator; Good telephone manner & etiquette. * Excellent interpersonal skills and ability to work well with others in Executive, Supervisory and Supportive Staff roles; Calm, courteous and professional; confident and assertive. * Respect and discretion to confidential information; Office Accounting. * Strategic & creative thinker with effective verbal communication and writing skills. * Excellent self-motivated, enthusiastic, and committed to professional excellence. * Strong negotiation and collection skills.   **WORK EXPERIENCE:**  **Al Fayad Engineering Co., - Abu Dhabi, UAE.**  April 2017 – Present  **Position:** General Accountant  Duties & Responsibilities:   * Preparing Local Purchase Orders & Letter of Intent & Sending it to Suppliers * Coordinating with the Supplier regarding the delivery. * Preparing Cheque/payments on a timely basis * Verifying invoices against actual receipt and Purchase orders * Physically releasing Cheque and managing suppliers * Performing supplier reconciliation at least on a quarterly basis * Resolving discrepancies and irregularities in the finances of an individual or firm, as they appear. * Responsible for data entry, processing Cheque, filing, and auditing petty cash envelopes. * Manages petty cash * Store keeping and Inventory. * Prepares calculations for store dispatches * Preparing Payroll & Overtime * Keeping records of all transactions and checking payroll calculation. * Recommends financial actions by analyzing accounting options. * Handling Material Submittal * Handling Tender Inquiries * Giving assistance/help to my colleagues in doing paper works, filing, preparing Material Submittals, delivery follow-ups, sending queries and orders, answering calls and mails.   **Philippine Duplicators Inc., - Manila, Philippines.**  June 2014 – January 2017  **Position:** Accounts Receivable Bookkeeper  Duties & Responsibilities:   * Secures revenue by verifying and posting receipts; resolving discrepancies. * Posts customer payments by recording cash, and checks transactions. * Updates receivables by totaling unpaid invoices. * Maintains records by microfilming invoices, debits, and credits. * Verifies validity of account discrepancies by obtaining and investigating information from sales, trade promotions, customer service departments, and from customers; * Resolves valid or authorized deductions by entering adjusting entries. * Resolves invalid or unauthorized deductions by following pending deductions procedures. * Resolves collections by examining customer payment plans, payment history, coordinating contact with collections department. * Summarizes receivables by maintaining invoice accounts; coordinating monthly transfer to accounts receivable account; verifying totals; preparing report. * Protects organization's value by keeping information confidential. * Inform customers and collect overdue payments * Review and prepare new accounts for credit * Maintained accurate filing systems for all account data * Posting and Validating of Tax (Sales, Creditable Vat & Creditable Income) on the BIR (Bureau of Internal Revenue) program.   **RURAL BANK OF ODIONGAN, Inc.**  March 2013- to MAY 2013  Accounts Department  Position: On Job Training – Accounts Clerk  **Detailed Role:**   * Maintaining General Ledger and Processing Journal Entries. * Compile and analyze financial information to prepare entries to accounts, such as general ledger accounts, and document business transactions. * Establish, maintain, and coordinate the implementation of accounting and accounting control procedures. * Resolving discrepancies and irregularities in the finances of an individual or firm, as they appear. * Recommend, develop and maintain financial data bases, computer software systems and manual filing systems. * Supervise the input and handling of financial data and reports for the company's automated financial systems. * Keeping records of all transactions and checking payroll calculation. * Process Cheque, maintain filing and invoice monitoring systems, and audit petty cash envelopes - as well as carrying out other duties assigned by the Branch Head Accountant * Responsible for data entry, processing Cheque, filing, and auditing petty cash envelopes. * Enter financial data into journals by making journal entries. |