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**Berlyn, CPA**

Address: Dubai, UAE

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**CAREER SUMMARY**

Over fourteen years of professional experience in financial management. Proficient in financial reporting,general accounting,budgeting, business plan and cash flow management. Highly knowledgeable in implementation of accounting systems and proficient in accounting related software. Capable of working independently from start to finalization of accounts, keen to details and can work under pressure.

**Position Applying For:** Any Finance/Accounting related position

**PROFESSIONAL EXPERIENCE**

**Italian Pizza Restaurant**

**Position Held – Senior Accountant**

**Reports to – GM/Partner**

**July 22, 2015 to January 31, 2019**

**Duties and Responsibilities:**

* Manage day to day activities of the finance department, review and evaluate accounting transactions, supporting schedules and documents processed by accounting staffs to ensure accuracy and compliance to organizational policyand other statutory regulations.
* Prepares daily cash flow and sales report.
* Review and approval of payments to suppliers.
* Review of payroll.
* Review of inventory report.
* Process VAT returns.
* Prepares cash flow forecast as and when required by management.
* Maintains fixed asset and depreciation schedule, prepayments and reconciliation of intercompany accounts.
* Responsible in reviewing general ledger to ensure accuracy and completeness of transactions.
* Prepares and review monthly Income Statement and Balance Sheet (branch wise and consolidated) and presents this to the owner of the company.
* Drafts 3-year business plan on a yearly basis.
* Work closely with internal and external auditors.
* Adhoc reports that are used by management in making decisions.
* Share in handling the task of the staff on leave.

**Retail Division – Al Futtaim Watches & Jewelry**

**Position – Management Accountant**

**Reports to – Finance Manager**

**January 15, 2014 to July 21, 2015**

**Duties and Responsibilities:**

* Passing of entries of monthly provisions/accruals and amortizations.
* Monthlypreparation ofIncome Statement and Balance Sheet.
* KPI reports and adhocreports required by management and by the Head Office.
* Prepares storewise profitability report.
* Review of general ledgers.
* Prepare budget templates with historical data for department managers to fill in their budget inputs.
* Consolidate budget inputs of each department and prepare financial reports.
* Upload budget and forecast data in SAP and SAP-BPC.
* Compare monthly actual results versus budget and provides explanation on significant variances.

**Italian Pizza Restaurant**

**Position Held – Senior Accountant**

**Reports to – GM/Partner**

**November 21, 2011 to December 27, 2013**

**Duties and Responsibilities: Please refer to duties and responsibilities above under 800 Pizza LLC –most recent employer.**

**Auditing, Consulting and Accounting Firm**

**Position – Senior Accountant / Auditor**

**Reports to – Partner**

**April, 2007 to November 2009**

**Duties and Responsibilities:**

* Bookkeeping service to clients and preparation of financial statements.
* Conducts a full scope audit on a client’s financial statements.
* Prepares audit lead schedules with supporting documents and audit file.
* Prepares audited draft for Comprehensive Income, Statement of Changes in Equity, Financial Position, Statement of Cash Flows and Notes to Financial Statements.
* Periodic visit to clients to conduct review of accounts.
* Observes physical count of inventory of clients at year end.

**Position – Accounting Associate**

**Reports to – Finance Manager**

**June 2001 to December 2005**

**Duties and Responsibilities:**

**General Accountant:**

* Checks and process expenses paid out of the petty cash fund.
* Prepares payment vouchers and cheques for suppliers and petty cash replenishments.
* Record journal entries in the accounting system.
* Prepare bank reconciliation statements.
* Maintain prepayments schedule.
* Process payments to suppliers.
* Generate and send out sales invoices.
* Send bill reminders.

**AP Accountant:**

* Checks supplier invoices against approved purchase orders and goods receipt note and pass purchases journal entries.
* Monitor due dates to ensure timely payment to suppliers.
* Maintain and update all accounts payable data and ensure accuracy in general ledgers.
* Evaluate and reconcile all vendor statements and manage all inquiries.
* Prepares ageing of payables.

**Fixed Asset/Inventory Accountant:**

* Review and update the detailed schedule of fixed assets anddepreciation.
* Assign tag number to fixed assets.
* Computes gain or loss on sale or disposal of assets.
* Records acquisition and disposal of assets.
* Reconcile fixed assets register against the general ledger.
* Conduct periodic physical inventory count of fixed assets.
* Monitor inventory transactions in the general ledger.
* Monitor goods in transit.
* Ensure transactions related to inventory are posted correctly.
* Calculate inventory costs.
* Involve in the physical count of inventories on hand.
* Reconcile physical count against books, investigate material discrepancies and resolve issues.

**AR Accountant:**

* Maintain customer files and records.
* Ensure accurate posting of collections in the system.
* Verify discounts granted base on company policy or contract agreements.
* Setup of new customer details in the system as per approved agreement.
* Reconciliation of customer accounts (Subsidiary ledger vs. General ledger).
* Weekly preparation of accounts receivable ageing.
* Review provision for doubtful debts.
* Coordinate with collections department for non-payment, delayed or delinquent customers.
* Reconcile customer statements against company record.
* Attend to customer inquiries.

**EDUCATION / CERTIFICATION**

Certified Public Accountant in the Philippines

License No. 0114628

May 2005

Bachelor of Science in Accountancy – University of Northern Philippines

Graduated Cum Laude

March 1999

**COMPUTER SKILLS**

MS Office, SAP, Oracle, Peachtree, Tally, Quickbooks, Falcon, Zoho.

**PERSONAL INFORMATION**

Nationality: Filipino

Status: Single

Availability: Immediately available