

**LAWRENCE**

Assistant Accountant



CAREER OBJECTIVE

PROFESSIONAL EXPERIENCE

Detailed-oriented accountant seek a position in your company to further enhance my knowledge in tax and accounting software, computation, problem solving and analytical skills.

**Assistant Accountant** January 2015-Dec 31 2019 **-** General Trading LLC, **Dubai, UAE**

* + Supplier of Cleaning Products (chemicals, machines, materials & equipment)
* Daily reconciliation of cash for all branch in dubai & sharjah.
* Handling Petty Cash
* Responsible for entering all type of expenses and payments to suppliers
* Reconcile invoices and identify discrepancies
* Issue credit note for discounts, price difference and item return
* Inspect, verify and reconcile receivable records and its balances.
* Prepare and send statement of account for all customers.
* Make payments follow-up for customers’ due accounts.
* Responsible for receiving and entering all cheques and cash payments from customers.
* Prepare cheques for deposit
* Monthly preparation of sales report
* Assist the finance managers in performing reconciliation of bank transactions.
* Assist the finance managers for VAT filing
* Assist in conducting an audit
* Assist finance manager in preparation of monthly payroll
* Handling communications with customers and vendors via phone & email.
* Performing basic office tasks such as filing, scanning documents, answering phones, processing the mail etc.

**Joint Venture Accounting Staff** June 2012-Dec 2014

Filinvest Land Incorporated, **Philippines**

* + Real Estate Developer
* Review and analysis of Joint Venture Sales Collection
* Preparation of Joint Venture Remittance Report
* Monitoring the Inventory Status of Joint Venture Lots
* Monitoring on Joint Venture Advances/Loans, Taxes and other receivables

**Expense Control Staff** June 2010 to May 2012

Filinvest Land Incorporated, **Philippines**

* + Real Estate Developer
* Process payments for General and Administrative Expenses & Cash Advances prior to preparation of Accounts Payable Vouchers
* Checking and monitoring of Liquidations on Advances prior to preparation of Journal Vouchers
* Preparation of Cheques



EDUCATION

SKILLS

PERSONAL INFORMATION

**Bookkeeper** April 2009 to May 2010

Topical Hut Food Market, Inc. **Philippines**

* + Supermarket
* Prepare working Trial Balance and Schedule of Accounts
* Prepare Summary of Collections
* Keep and maintain accounting records (MANUAL) such as Cash Receipt Book, Purchases Book, Subsidiary Ledger, and Book of Stock Transfer

**Accounting Staff** Sep 2008- March 2009

Topical Hut Food Market, Inc. **Philippines**

* Check and monitor credit card charges
* Reconcile Bank Statements prior to preparation of Journal entries (credit card charges)
* Prepare Age Analysis Report (credit card charges)
* Check and verification employees’ charge slip.

**Bachelor of Science in Business Administration**

**Major in Accounting** 2004-2008

University of the Assumption, **Philippines**

* Knowledge in Bookkeeping procedures
* Familiarity with the Accounting Principle
* Good math skill and ability to spot numerical errors
* Hand’s on experience with MS Excel and **accounting Software** (**SAP, Microsoft Dynamic GP**)
* Professional manner and strong ethical code
* Ability to multi-task and remain motivated and positive
* Commitment to working efficiently and accurately
* Exceptional time management

Nationality: Filipino

Place of Birth: Pampanga, **Philippines**

Date of Birth: October 13, 1987

Gender: Male

Marital Status: Single

**Visa Status: Cancelled Employment Visa**

**Email:** Lawrence-397062@gulfjobseeker.com

I am available for an interview online through this Zoom Link <https://zoom.us/j/4532401292?pwd=SUlYVEdSeEpGaWN6ZndUaGEzK0FjUT09>