

Abegail Joy C. Rosales

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OBJECTIVE

To obtain a rewarding position that will enable me to use my knowledge and skills with respect to my chosen field, and make positive contribution towards achieving the company's goals and objectives.

ASSET and CAPABILITIES

- Capacity of adoption to rapidly changing and challenging world of business and professionalism.
- Dedication and drive as hard working individual.
- Ability to manage multiple tasks in a pressured environment.
- Highly versatile to people, adjust easily to situation;
- Advance excel skills
- Computer literate (Microsoft, SAP, Tally, Power BI)
- Can communicate in English and Tagalog.

WORK EXPERIENCE

SYNERGY PHARMA

Accounts Assistant

October 1, 2017 – March 11, 2021

Business Bay, Dubai, United Arab Emirates

Duties and Responsibilities

- Day to day update of Bank Reconciliation.
- Monitoring due payments for vendors and any related transaction.
- Updating tally and excel files related to payables (cash, online and cc payments).
- Verifying complete details of invoices from vendors (TRN, Company Name)
- Submitting monthly deduction of employees every end of the month (Loan, Excess Mobile, Traffic Fines, etc.)
- Verifying leave details of employees.
- Budgeting and releasing cash as per employees' expenses request.
- Follow up advances and checking submitted expenses report of HR, Logistics, Regulatory and marketing.
- Informing GM for all marketing expenses released.
- Verifying excess mobile charges submitted by HR & submitting parking details used by medical reps to data analyst.
- Filing accounts related documents.
- FOC tracking verification.
- Mapping reconciliation (Updating related excel)
- Updating excel for Stocks and Sales of Distributors.
- Informing and coordinating with other accountant for any related payments to related company.
- Updating VAT info in tally and uploading to FTA website.
- Preparing PO/SWO.

GTH INVESTMENT, LLC.

Secretary cum Accountant

September 6, 2015 – September 30, 2017

Crowne Plaza Hotel, Commercial Tower, Dubai

Duties and Responsibilities:

- Preparing Full Corporate Offer, Soft Corporate Offer, Quotations, Invoices and Letter of Credit for the clients.
- Preparing Letter of Intent and Purchase order for the supplier.
- Contact different suppliers for the trading.

- Asking for quotation for different ship owner for preparing the calculation of the prices that will be given to the clients.
- Preparing all details of interview for the applicants on our vacancies.
- Preparing and editing feasibility study for completion of requirements of the loan. • Can communicate with different clients to prepare a meeting and transaction.
- Answering emails and phone calls from the suppliers and clients.
- Preparing different types of letters (Letter of Representation, Letter of Sales, Authorization Letter, etc.) and even salaries certificates of the employees.
- Budgeting petty cash fund of the office.
- Journalizing and balancing the entry of petty cash fund.
- Product Inventory.
- Preparing general ledger for the accounts.
- Journalizing entries.
- Balancing the statement of accounts from the bank and from the office record.
- Input all document data to ensure the information is accurate up to date.
- Generate the various document control reports as required.
- Making sure that all documents is up to date and approved by Managing Director.
- Maintaining updated records.
- Handling private and important documents.
- Responsible in preserving the files and information of the employer.
- Looking for the most convenient flight for employer's family members.

CITIMART GROUP OF COMPANIES

Bookkeeper February – November 2014

Payables Administrator February 2013 – January 2014

Expense Administrator December 2012 – January 2013

Bookkeeper

Perform the day-to-day encoding of accounts receivables and other incoming payments.

- Preparing monthly Bank Reconciliation
- Preparing Monthly Cash Balance Report.
- Journalizing Sales Report and Charge Invoice.
- Journalizing Cash Receipts Report.
- Reconciliation of customer account.
- Vouchering of blank check not encoded on SAP.
- Preparing summary of monthly expenses; accruals
- Preparing lapsing schedule for fixed asset.
- Journalizing all Merchandise Transfer Slip (MTS)/Transfer Report Form (TRF)/Materials & Labor Acknowledgement Receipt (MLAR) billing receivable by CS Branches & affiliates.
- Making journal entries as an adjustment on the wrong data encoded in the program.
- Preparing the employees deductions such as short/over, load charges, CS Charges and Loss and Breakage Report (LBR).
- Other duties as maybe assigned by superiors.

Payables Administrator

Perform the day-to-day processing of accounts payable transactions to ensure that municipal finances are maintained in an effective, up to date and accurate manner

Main Activities:

- Receiving documents which were delivered on the previous days.
- Checking of the documents; check completeness of attachments like the original invoices, BORM, IRS, P.O. etc.
- Checking of invoice, duplicate invoice and guard's invoice if each document contains the same information as well as the quantity received.
- Attaching respective deductions to each respective supplier while processing.
- Monitoring deductions such as bad order return merchandise, display allowance, salaries of mixdizer, listing fee, intro discount, absences of merchandiser, supplier's deduction form which is to be rightfully deducted at each supplier.
- Checking of tin numbers of each supplier to each branch of the company.
- Preparing of statement of account when the supplier doesn't have a sufficient balance to cover his deductions.
- Deducting all deductions to be deducted to a certain principal who will transfer to a new distributor.
- Processing the documents with their respective deductions.

- Attaching debit memo, wherein the details are the summary of the deductions of their respective supplier, to the processed document.
- Vouchering the processed documents.
- Reconciling of paid documents by checking the original invoices of those companies under the CA or CWO agreement, also if all items are delivered and no short delivery is made which causes overpayment.
- Processing and vouchering the highly prioritized documents before the due date as well as before the said time to be deposited.
- Preparing memorandum whenever the accounting noticed that there is wrong with the delivered items received by the receiving clerks.
- Following – up other documents which are to be paid immediately.
- Preparing pre-signed checks for highly prioritized suppliers.
- Other duties that may be assigned by the superior.

Expense Administrator

- Monitoring monthly expenses such as electricity bill, water bill and monthly rentals.
- Processing and vouchering the highly prioritized documents before the due date as well as before the said time to be deposited.
- Preparing the payroll of all security guards in different branches.
- Preparing the payment for all security agencies in our company.
- Following – up other documents which are to be paid immediately.
- Preparing pre-signed checks for highly prioritized suppliers.
- Other duties that may be assigned by the superior.

DATA WORLD

Data Encoder

May 14-November 30, 2015-10-31

Calapan City, Oriental Mindoro Philippines

ON-THE-JOB-TRAINING

Batangas Provincial Capitol (Accounting Department)

Hilltop, Batangas City, Philippines

November 2011 – February 2012

EDUCATION

Bachelor of Commerce major in Accounting Management

University of Batangas

Hilltop, Batangas City, Philippines June 2008 - April 2012

Character references will be given upon request. I hereby declare that all aforementioned information is true and correct at the best of my ability.

Abegail Joy C. Rosales

Applicant