

JOHN RICK PETER R. LIM JR

Email : jrplim.jr@gmail.com
Phone : +971 50-990-8121
Address : Al Rigga, Dubai UAE



PROFESSIONAL SUMMARY

Adaptable professional with 8 years of work experience in finance and accounting. Detailed-oriented professional with the ability to complete tasks on time in both individual and team settings. Dependable and reliable, ready to learn and grow with a company that will give great opportunities and career development. Seeking to leverage my professional expertise and experience into a top management role.

WORK EXPERIENCE

LILI BLANC FASHION DESIGN

General Accountant

February 2022 – Present

- Manage A/P role of recording expenses, processing of payments, verifying of invoices and receipts
- Check all the petty cash vouchers for supporting documents, validity and accuracy and posting in the accounting system for payment processing
- Conduct weekly bank reconciliation
- Arrange shipments of products for the consignment branches
- Perform general administrative duties, such as filing, organizing documents, and maintaining accounting records.
- Maintain fixed asset records, determine depreciation schedule to apply to capitalized items
- Manage A/R processes of preparing, recording of sales, returns and payments
- Verify and approve monthly payroll and make the necessary salary deposits/banking transfer
- Responsible for processing of monthly payroll and employee expense reimbursements
- Prepare and manage the monthly budgeting, working closely with other departments to develop and implement financial plans and projections
- Maintain the general ledger and all related accounts with proper documentation and records of all company transactions
- Prepare cash flow analysis and analyse monthly financial statements (statement of financial position, comprehensive income and statement of cash flows)
- Prepare costing calculation for all the new products to be introduce in the market
- Analyze and report quarterly activity to identify cost reductions particularly on the production
- Monitor stock inventory for the raw materials and finished goods
- Implemented inventory management process
- Introduced warehouse production work flow
- Recommended management on short-term and long-term financial objectives and business strategy
- Proposed marketing study and planning for the improvement of sales
- Implemented and installed QuickBooks accounting software
- Created accounting policies, procedures, and internal controls to ensure the accuracy and completeness of financial records

PRODENT DENTAL GROUP

General Accountant

April 2021 – February 2022

- Handle all A/R transactions including preparation of invoices, recording of sales, offset of sales returns, posting of payments and reconcile unresolve receivables from previous years
- Perform daily communications with clients through phone, email, and in-person interactions
- Process purchase order, payment vouchers, cheques issuance and disbursement of payments
- Spot audit of petty cash fund of custodian, collector and liaison officer
- Carry out the daily bank reconciliation
- Provides daily cash position report for the projection of cash flow
- Implemented QuickBooks accounting system
- Prepare and discuss comparative monthly financial statements, and analysis reports to the owners

I hereby certify that the above information is true and correct to the best of my knowledge and belief.

- Prepare monthly budget forecast and report discrepancies over the actual financial result
- Reconciliation of ledger accounts
- Prepare and calculate monthly salary and checking of employee reimbursements
- Ensure compliance with local tax laws and regulations by preparing and filing tax returns, maintaining records, and assisting with tax audits
- Conduct inventory reconciliation to maintain accurate stocks of raw materials and finished goods
- Monitor other business branches
- Perform bookkeeping services for the personal transactions of the owners

OTV PHILIPPINE BRANCH

Assistant Finance Manager

November 2019 – February 2021

- Handle revenue and disbursement cycle
- Issue billing statement and record payments of customers
- Investigate and resolve any discrepancies related to progress billing and payments
- Prepare payment vouchers, review sales invoice, official receipt and other purchasing documents
- Perform month-end closing and end of year procedure (A/R aging, intercompany and local payables, fixed assets, salaries and wages, revenue, cash accounts and accruals)
- Review and reconcile other ledger accounts
- Observe annual physical count of inventory at project site
- Review accounting entries for the correctness and completeness
- Participate to monthly salary calculation for time spent
- Review and initially approve audited financial statements prepared by the external auditors
- Prepare monthly, quarterly and annual tax compliance
- Perform corporate tax planning work
- Evaluates and review the details of audit assessment and other formal notices issued by Tax Authority
- Support annual compliance of business permits

UHY M.L. AGUIRRE & CO., CPAS

Accounting Supervisor

April 2015 – July 2019

- Provide all BIR tax compliance including calculation, preparation, tax filing, and tax payments
- Stay up-to-date with regulations and tax laws and plan strategies to solve any financial issue of clients
- Perform bookkeeping services and evaluates the clients' financial records
- Prepare annual audited financial statements
- Identify and investigate discrepancies or irregularities in financial records, resolving any issues promptly
- Assist in the continual improvement of the accounting procedures for clients
- Prepare ad hoc tasks that maybe assigned from time to time
- Perform installation, setting-up, conduct seminars and trainings of QuickBooks accounting software and payroll system to clients
- Provide payroll processing services on a semi and monthly basis to different businesses
- Oversee, guide and train a team of accountants to ensure the accuracy and correctness of deliverables to clients
- Participate to annual physical count of different nature of business

SKILLS

- Collaborative
- Efficient
- Adaptability
- Time Management
- Analytical Thinking
- Flexibility
- Advanced in Excel
- Knowledgeable of using ERP (Oracle NetSuite, SAP, QuickBooks and ZOHO)
- Knowledgeable in taxation

EDUCATION

LYCEUM OF THE PHILIPPINES UNIVERSITY, 2010 – 2014

Bachelor of Science in Business Administration major in Management Accounting

CERTIFICATION

CMA Candidate

JOHN RICK PETER R. LIM JR
APPLICANT'S SIGNATURE

I hereby certify that the above information is true and correct to the best of my knowledge and belief.