



Kei Mari Laroza, CPA, CMA

Dedicated and detail-oriented Accountant with extensive experience in financial management and reporting. Proven ability to handle diverse accounting tasks, manage financial processes, and support CFO duties. Adept at maintaining accurate financial records, conducting reconciliations, and collaborating with cross-functional teams.

CONTACT

- Dubai, UAE
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SKILLS

- Financial Reporting
- Internal & External Auditing
- Corporate Finance
- Cost Management
- Decision Analysis
- Financial Statement Analysis
- Professional Ethics

EDUCATION

- 2022
Certified Management Accountant (US)
The Institute of Management Accountants (IMA)
- 2018
Certified Public Accountant
Philippines Professional Regulation Commission (PRC)
- 2017
Bachelor of Science Accountancy
Ramon Magsaysay Technological University (RMTU)
Zambales, Philippines
- 2016
Bachelor of Science Accounting Technology
Ramon Magsaysay Technological University (RMTU)
Zambales, Philippines

LICENSES

- Certified Management Accountant (2022)
- Certified Public Accountant (2018)

EXPERIENCE

Finance and Administration Officer

Seegene Middle East FZE - Dubai, United Arab Emirates

- 05/2020 - Current
 - Accurately perform daily cash functions, including A/P and A/R tracking, expense management, and reconciliations, ensuring meticulous attention to detail.
 - In-charge of bank reconciliation of inventory, ensuring accuracy in financial reporting and identifying discrepancies.
 - Record monthly journal entries and investigate/report anomalies arising from accounts preparation, contributing to financial accuracy.
 - Maintain the fixed asset register, ensuring proper tracking and compliance with accounting standards.
 - Effectively manage Inventory Report, providing insights into stock levels and contributing to efficient inventory management.
 - Drive month-end closing, generate quarterly financial reports, support audits, and contribute to accurate financial management.
 - Prepare and review quarterly tax returns, collaborating with auditors and ensuring compliance with tax regulations.
 - Collaborating directly with external and internal auditors during quarter and year-end audits, furnishing essential documentation and support.
 - Contribute to the preparation of monthly and quarterly forecasts for Accounts Payable and Accounts Receivable, supporting financial planning.
 - Maintain robust financial records for regulatory reporting and taxation, ensuring accuracy and transparency.
 - Collaborate with the CFO to analyze financial data and trends, offering insights into company performance.
 - Assist the CFO in preparing board presentations and financial reports for executive review.
 - Provide support to the CFO in managing relationships with banking and financial institutions.

Accounts Payable Specialist

CECO Environmental Middle East - Dubai, United Arab Emirates

- 03/2019 - 01/2020
 - Managed Accounts Payable transactions for four inter-companies (India, Singapore, United Kingdom, and United Arab Emirates), ensuring accuracy and compliance.
 - Recorded supplier invoices and processed payment transactions, including initiating secure online bank payments.
 - Assisted in audits for various inter-companies, providing essential documentation and support.
 - Utilized Epicor Software proficiently to streamline accounts payable processes.
 - Handled Accounts Receivable transactions, demonstrating familiarity with the full financial cycle.
 - Managed petty cash transactions and reconciled direct debits and finance accounts.
 - Ensured precision in payment amounts and records, contributing to financial accuracy.
 - Collaborated with journals, sales and purchase ledgers, and spreadsheets, maintaining organized financial data.
 - Prepared financial reports for monthly closing, aiding in timely and accurate financial statements.

Accountant

Best Fortune Hardware - Zambales, Philippines

- 05/2016 - 07/2017
 - Entered accounts payable transactions in SAP, maintaining precise financial records.
 - Reconciling direct debits and finance accounts.
 - Utilized journals, sales and purchase ledgers, and spreadsheets to organize financial data effectively.
 - Working with journals, sales and purchase ledgers, and spreadsheets.
 - Assisting qualified Accountants with audits, specifically in areas such as tax, accounts payable, and accounts receivable.
 - Supported Inventory Maintenance and Reconciliation efforts, ensuring accurate stock tracking.