



Bernadette Guzman

Personal Profile

DOB : 08/05/1980
Gender : Female
Nationality : Filipino
Marital Status : Married

For Communication

Mob : +971 58 916 9938
: +971 55 739 8014
Dubai, UAE

E-mail

bernadetteg@gmail.com

Languages Known

English, Tagalog

Passport Details

Passport No : P6418376B
Date of Issue : 03.03.2021
Date of Expiry : 02.03.2031
Place of Issue : PCG, DUBAI
Visa status : Employment

CAREER OBJECTIVE

Seeking environment that will serve as a platform to learn and enhance skill and knowledge. I wish to get experience that can be enriched and to secure a responsible and challenging position that offers an excellent opportunity for personal growth and professional advancement.

PROFILE STRENGTHS

- Demonstrated competency and skills in business management and solid Professional experience in Hospitality Industry & Accounting & Audit field.
- Graduate of Business Management major in Accounting course supported with continuing professional skills education.
- Self-starter, highly motivated, and able to work in multi-cultural and deadline-driven work setting.
- Capable of handling accounts & audits and has adequate exposure and has good inter-personal skills.
- Plans and controls own work, selecting and utilizing appropriate methods, procedures, tools, equipment, and standards effectively, to meet all targets set.
- Exercises professional judgment within a framework of guidelines provided by superiors.
- Clear understanding of business rules and ability to work well as an Individual or as a part of the project team.
- Resourceful in the completion of projects, effective at multi-tasking.
- Highly trustworthy, self-motivated, hardworking, ethical and possess a friendly personality.
- Good Communication skills, diplomatic involvement and works under pressure and within the time given.

SKILLS

- Working knowledge in Accounting Software (QuickBooks, A I A m e e n, Peachtree, Customize Accounting software, Zoho, Zero & ERP).
- Working knowledge in MS Office (Excel, Word, PowerPoint)
- Time and organizational management.

WORK HISTORY

AUDITOR/AM

July 2016 to Present

Youssry & Co. Auditing & Consultancy
Add Value Solution & Consultancies
Dubai, UAE

- Perform Audit of Financial Statement, Accounting Consultancy and Bookkeeping services for various industries.
- Collect and analyze data to detect deficient controls, duplication of works, fraud or non-compliance with law, regulations & Management policies.
- Inspect account book, & accounting system for efficiency, effectiveness and use the accepted accounting procedure to record the transactions & maintain controls.
- Prepare & file clients VAT reports & declaration in Federal Tax Authority (FTA). With knowledge of Excise TAX, Corporate Tax, TRC & Feasibility Studies.
- Prepared detailed reports on audit findings & responsible for the finalization of audit reports.
- Verify the accuracy of invoices, purchases, receipt, and other accounting documents records.
- Responsible for the preparation and timely submission of financial statements (Statement of Financial Position, Comprehensive Income, Cash Flow, Changes in Equity and Notes to Financial, Feasibility Study and other related accounts reports.
- Responsible for company operations, Daily bank transactions & handling WPS for staff salary & Visa processing of staff and other related to the government transactions.

Areas of Expertise

Leadership skills Clerical skills
Attention to details Communication skills.

Administrative Skills

- Supervise organizational and time management skills.
- Trustworthy and able to work in highly confidential environments.
- Articulate with excellent communication and interpersonal skills.
- Proficient in major Office applications such as MS Word, MS Excel, Power point & Accounting Software.
- Ability to accurately maintain computerized and manual filing/documentation systems.

SEC. CUM ACCOUNTANT

Dec. 01 2014 to Jun. 30, 2016

**Al Aman Real
Estate Dubai,
UAE**

- Maintained fixed asset module and calculated and recorded monthly depreciation expense.
- Assisted management with the finalization of the annual expense plans.
- Handle Petty Cash, Payment Orders, Statement of Account & Employees Salary.
- Collected and reported monthly expense variances and explanations.
- Created presentation formats for monthly/quarterly reviews of expense charge-outs.
- Drafted the complete annual audit reports including all footnote disclosures.
- Performed periodic budgeting/modeling to project monthly cash requirements.
- Report to owners and management of company on monthly and quarterly basis
- Protects organization's value by keeping information confidential.
- Maintains financial security by adhering to internal controls.
- Assisting the auditor in preparation and finalization of accounts.
- Knowledge in operating accounting software in QuickBooks & Peachtree.
- Knowledge in Posting Ads software, My CRM

SECRETARY/RECEPTIONIST DUTIES AND RESPONSIBILITIES

- Welcome visitors by greeting them in person or on the telephone.
- Answering or referring inquiries and transfer calls to the appropriate staff member.
- Perform administrative duties including document distribution collection and filling.
- Monitor the attendance of employees.
- Provide administrative and clerical support to the management as required, including mailing, scanning, faxing, and copying to management.
- Manage office supplies and basic needs.

EXTERNAL SALES AUDITOR

**MERL General Business & Services
Quezon City, Manila, Philippines**

Jan 2013 to Oct 2014

- Works under the guidance of an audit manager to ensure that a corporation's sales procedures and controls are adequate.
- Audit Suppliers Invoices, consolidate their Accounts & other business records.
- Compute Rent, Percentage Rent, Construction Bond, Security Deposit, Ads and Promo, Board up Cost and Documentary Stamps.
- Prepared Reconciliation of Statement of Accounts, Summary on Sale, Occupancy Cost & Average Sales/sqm, and Occupancy Cost.
- Discussed with tenant's the audit findings.
- Examining company client's financial statement and analyses the trail balance to determine the audit works requirements.
- Check supporting documents to substantiate the accounting records.
- Assisting in preparation of audit reports and supporting statements.
- Preparing reports, commentaries, and financial statements.
- Recalculation of cash flow statements and preparation of bank reconciliation.
- Journal screening and analyzing.
- Undertaking reviews of wages and other allowances.
- Liaising with managerial staff and presenting findings and recommendation and data analysis.

**Secretary Cum Accountant
RGO General Trading Inc.
Dec 2012
Manila, Philippines**

May 2012 to

- Monitored the smooth functioning of the office activities and kept track of the productivity of staff.
- Provided support for a variety of office administrative functions.
- Prepare and audit various supporting documents like bills, receipts, vouchers, invoices, purchase orders and employee attendance records.
- Communicated audit results to upper management through written reports and oral presentations.
- Preparation of Trading and Profit & Loss A/c.
- Finalization of Books of Accounts.

- Prepare and audit various supporting documents like bills, receipts, vouchers, invoices, purchase orders and employee attendance records.
- Compiled financial reports pertaining to cash receipts, expenditures and profit and loss.
- Maintained integrity of general ledger, including the chart of accounts.
- Filed tax returns and prepared governmental reports in compliance with strict standards.
- Analyzed monthly balance sheet accounts for corporate reporting.
- Compiled general ledger entries on a short schedule with nearly 100% accuracy.

Education Qualification:

Graduate of Bachelor of Science in Accountancy.

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

BERNADETTE RABANAL GUZMAN
APPLICANT