





LOVELY B. CARA

CONTACT

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PROFESSIONAL BACKGROUND

Born on January 06, 1983,
in Cabagan, Isabela,
Philippines.

Fluent in English both oral and
responsible for writing
and written communication skills.

SUMMARY

A versatile and analytical management accounting professional with more than 15 years proven experienced in handling different accounts with potential for advancement. Proven ability to manage and complete projects to the highest standard, with meticulous attention to detail and consistently meets deadlines.

PROFESSIONAL SKILLS

- Computer literate (MS Word, Excel, Access and PowerPoint)
- Knowledgeable in System Application and Data Processing 4.7 (SAP)
- Expert in ERP (Odo), Peachtree Accounting System.
- Expert in customer portals such as Oracle, Tungsten, Sesami and SAP Ariba.

QUALIFICATION

❖ Bachelor of Science in Accountancy - 2015
Philippines School of Business Administration - Phil's

WORK EXPERIENCE



Accountant

MIR Plastic Industries LLC- Dubai, UAE

Duration: July 2018 to present

Job Responsibilities:

- Handling Accounts Receivable, including processing of payments, producing statement of accounts, collection on overdue accounts and account reconciliation and customer maintenance in ERP.
- Handling Cash, including all petty cash, disbursement and expenses. Receiving, verifying and booking employee expense reports, employee advance and verifying expenses are within the company guidelines, questioning abnormal expenses and entering into system.
- Update and posting vendor bills payment and its allocation.
- Cheque preparation and releasing of cheques.
- Handle and posting all expenses, journal voucher and other journal entries.
- Banking, processing bank deposits and all associated finance entries.
- Company credit card reconciliation and communication for obtaining supporting documentation.
- Invoices creation and distribution. Verify the accuracy of invoices and other accounting records.
- Assisting Month and Year End Task and assisting in the internal and external year end audit.
- Maintains historical records by filing documents. Other duties that may be assigned from time to time.



Bookkeeper cum Purchaser

Millennium Fashion Industries Ltd. – Sharjah, UAE

Duration: April 2016 – May 2018

Job Responsibilities:

- Verify the accuracy of invoices and other accounting records.
- Check and verify source documents such as invoices, receipts and purchase bills.
- Recording daily sales and purchases.
- Maintain subsidiary accounts by verifying, allocating and posting transaction.
- Prepares Sales Report Summary monthly.
- Prepares Local Purchase Order (LPO) for all orders by verifying specification and price; obtaining recommendations from suppliers for substitute items.
- Track orders and ensure timely delivery. Reviews quality of purchased products.

- Knowledgeable in producing Cash Flow, Balance Sheet and Income Statement.

CORE COMPETENCIES

- Detail-oriented, efficient, and organized with extensive experience in accounting systems - SAP, Peachtree and ERP.
- Proficient in the use of Microsoft Office such as (Word, Excel and Access).
- Resourceful in the completion of projects and effective at multi-tasking.
- Customer-oriented with excellent Interpersonal and Communication skills in English both oral and written.
- Self-motivated; able to implement decision and set effective priorities to achieve both immediate and long-term goals.
- Highly trustworthy, tactful and ethical.

- Maintain updated records of purchased, delivery information and invoices.
- Prepare reports on purchases, including cost analyses.
- Other duties that may be assigned from time to time.



Accountant

Rowell Lithography & Metal Closure Inc.

Duration: May 2015 – Feb 2016

Job Responsibilities:

- Checking and preparing sales invoices from time to time.
- Verify the accuracy of invoices and each attachment.
- Daily posting and monitoring of payments, cleaning of accounts receivables.
- Update of customers Statement of Accounts and follow up payments.
- Performs audit on sales transactions on a daily basis.
- Handles subsidiary ledgers of Accounts Receivable-Trade and its analysis.
- Checking and recording Petty Cash Vouchers on daily basis.
- Prepares daily Sales Report and Sales Report Summary monthly.
- Conduct a monthly Bank Reconciliation.
- Prepares monthly summary of Factory Supplies Consumption,
- Prepares Debit and Credit Memos for customers and suppliers if necessary.



Finance Officer

Palm Food Chain Inc.

Duration: September 2008 – December 2014

Job Responsibilities:

- Responsible and monitors the daily cash position and cash requirements of the company.
- Understand, manage, and supervise all aspects of cash flow.
- In charge in the releasing of checks to suppliers.
- Handles all Cash and Cheque deposits, withdrawals and other banking transaction.
- Manages petty cash disbursements and liquidation of employees.
- Monitor bank service fees and address quality issues.
- Conduct monthly bank reconciliation.
- Prepares monthly schedule of remittance for Withholding Tax and VAT.
- Maintains an organized and efficient Accounts Payable preparing payments to creditors through Cheque and Cheque Writer.
- Ensures that all sales and collections of the branches are captured and recorded accurately.
- Performs audit on sales transactions on a daily basis.
- Posts sales transactions in the Accounting System on a daily basis.
- Ensures proper billing and collection of credit card and catering transactions.
- Ensures that all accounts receivables and other receivables are monitored and collected promptly.
- Assists the Financial Manager in preparing Financial Statement and Management Reports.
- Ensuring and updating that all the receipts and invoices are coded,

- verified and posted into the system accurately,
- Accounts Payable, including processing of invoices on daily basis.
- Reconcile & Prepares cheques such as Petty cash, Consignments and Sale Invoices,
- Maintains ledger of all accounts that have contracts for the purpose of monitoring progress of payments.
- Monitors advances, partial payments made to suppliers and COD payments,
- Reconciles supplier's statement and discuss with suppliers any discrepancies noted.
- Decides on priority checks for release based on aging and in coordination with purchasing.
- Prepares Certificate of Withholding Tax (BIR Form -2307) for issuance to suppliers at the end of every quarter.
- Month End Inventory.



Account Receivable

San Miguel Purefoods Co. Inc.

Duration: Nov 2005 – March 2008

Job Responsibilities:

- Responsible for Manager Sales and Product Application reconciliation.
- Daily posting and monitoring of payments, cleaning of accounts receivable and checking of invoices.
- Posting Payment. Prepare Credit and Debit Memo.
- Follow-up payments and send collection letter to clients.
- Visits customers to pursue collection of critical accounts or accounts with overdue balances.
- Update of customers Statement of Accounts.
- Prepare remittance report of clients and maintained up-to-date confidential client files
- Reconciliation of Accounts.
- Perform month-end-closing and provide monthly financial reports.