



MARIEL NIÑA P. PUA

Accounting/Internal Auditor Staff

About Me

Versatile and meticulous finance professional with expertise in general ledger reconciliation, transaction vouching, outward clearing processing, compliance and audit support, petty cash management, and inventory and administrative tasks. Skilled in utilizing ICBS AS400 and ICCS system to ensure accuracy and prevent errors. Strong attention to detail, adherence to company policies, and commitment to maintaining financial records with precision. Proficient in Microsoft Office and ability to contribute to strategic decision making.

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- Dubai, United Arab Emirates

Education

Bachelor in Scince in Accounting Techonology

University of Perpetual Help
System Dalta

Skills

- Attention to detail
- Adheres to policies
- Contribution to compliance and administrative efficiency
- Financial Management
- Organizational Skill
- Ability to contribute to strategic decision making
- Proficient in Microsoft Office (Word,Excel,Powerpoint,Visio)

Certificates

- Fundamentals in Internal Auditing
Alison; 15 November 2023

Work Experience

- August 2018-January 2024

BDO Unibank Inc

Accounting Assistant

- General Ledger Reconciliation:
 - Utilized ICBS AS400 to reconcile general ledger accounts, meticulously reviewing source documents to ensure accuracy.
- Transaction Vouching and Balancing:
 - Managed daily transactions, vouching for their accuracy and alignment with client intentions while adhering to company policies and procedures.
- Outward Clearing Processing (ICCS System):
 - Ensured error-free processing of outward clearing items via ICCS system, preventing presentation of checks with technicalities.
- Compliance and Audit Support:
 - Assisted bank officers in evaluating branch compliance with laws, regulations, and internal policies, ensuring adherence to established procedures.
- Petty Cash Management:
 - Effectively managed petty cash funds, including reimbursement and purchase orders, ensuring transparency and accuracy.
- Inventory and Administrative Tasks:
 - Oversaw branch inventory supplies, maintaining optimal levels.
 - Performed administrative duties, including filing, reporting, and tagging, contributing to efficient branch operations.
 - Proactively ensured the reconciliation and alignment of contingencies in financial records, maintaining a meticulous balance between bookkeeping accuracy and tallies in actual unit.

- 2018

GL Manila

Accounting Staff Assistant / On the Job Training

- Efficiently posted and recorded journal entries, ensuring accuracy and compliance with accounting standards.
- Managed payroll alphalist and disbursement processes, ensuring timely and accurate payments.
- Played a key role in the accurate input of sales journal data, contributing to financial transparency.
- Conducted thorough bank reconciliations, identifying and resolving discrepancies promptly.
- Maintained organized and up-to-date ledgers through meticulous entry and verification of financial data.
- Implemented a systematic filing system for documents, enhancing accessibility and audit readiness.
- Compiled and presented comprehensive summaries of expenses, aiding in financial analysis and decision-making.