

CHARO BUAN SICAT, (AIPA.AFA)

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CAREER OBJECTIVE

Looking to obtain a scalable position in a prestigious company where I can contribute with my knowledge to success and further develop my skills. Focus on the company visions, which offer an interesting challenge, personal and career growth.

WORK EXPERIENCE

Senior Accountant – Arcanum Risk Management Limited

Liberty House, DIFC Dubai, UAE

11/2020 – Present

- Record Purchases, Sales, Payments, collections, expenses, accrual, and all other financial transactions in **SAGE 200c Professional** for all **9 Entities** (UAE, United Kingdom, Switzerland, France, Hongkong, Luxemburg)
- Reconcile supplier's SOA and correct any discrepancies.
- Company credit card reconciliations and communication for obtaining supporting documentation and monitoring credit card purchases in the system.
- Preparing and initiating payments to Suppliers & Payroll of the Staff in UAE & UK.
- Prepare and coordinate **VAT Filing (UAE & UK)**.
- Reconciling Petty Cash, Corporate Funded Card, Travel Passport Card.
- Record and reconcile all bank accounts and inter-company transactions.
- Communication with bank.
- Attended the queries of suppliers & Auditors of all representative's entities.
- Prepare monthly financial reports (Trade Receivables, Aging of Receivables, Weekly Bookings, Profit & Loss Statement).
- Making bank Transfers (Purchases Payments, Inter-Account or Company Transfers, Payroll).
- Prepare all financials of all books at the end of each year for Audit Purpose and attend to all queries of the auditor for the finalization of Audit Report.

Office Manager – Arcanum Risk Management Limited

Liberty House, DIFC Dubai, UAE

05/2023 – Present

- Manage correspondence, emails, and phone calls, ensuring prompt and professional responses.
- HR functions, including maintaining employee records, coordinating onboarding and offboarding processes, and payroll administration.
- Maintain office policies and procedures, ensuring compliance and efficiency.
- Responsible for all Office Rent renewals, Commercial License, Staff Medical Insurance & Visa of employees.
- Coordinate in all office matters such as office supplies, & IT Equipment, pantry supplies.
- Dealing with office suppliers and queries on DIFC about (registrations, renewals, new information and etc.

Accountant - DSI FZE (a company of Schoeller – Bleckmann)

Jebel Ali Free Zone (JAFZA), Dubai UAE

10/2019 – 10/2020

- Full scale accounting support for 2 entities (DSI FZE & Schoeller – Bleckmann O. E. FZE)
- Follow up on, collect and allocate payments from clients.
- Monitor client account details for non-payments, delayed payment, and other irregularities.
- Reconcile supplier's SOA and correct discrepancies.
- Respond to the queries of suppliers.
- Attended to the queries of suppliers.
- Record purchases, sales, payments, collections, expenses, accrual, and all other financial transactions in system.
- Invoicing inter-companies.
- Company credit card reconciliations and communication for obtaining supporting documentation and monitor credit card purchases in the system.
- Process bank deposits, petty cash withdrawals and assisting in bank transfers preparations.
- Timely management of various utility bills.
- Check and ensure that utility bills are received and paid on time.
- Record and reconcile all bank accounts.
- Communication with bank representatives.
- Prepare monthly financial reports (Trade Receivables, Aging of Receivables, Weekly Bookings, Profit & Loss Statement.
- Prepare and coordinate VAT Filing & Audit process.
- Actively support auditors during an Audit process.
- Support the manager with payroll preparation process.
- Petty cash management.
- Active Inventory and Procurement support.

Accountant - 3C Metal Middle East FZE

Jebel Ali Free Zone (JAFZA) Dubai, U.A.E

02/2014 – 03/2019

- Review all suppliers' invoices for appropriate documentation and approval prior to payment.
 - Match the invoices with the approved Purchase Orders
 - Confirm that Purchase Orders are signed by the authorized signatories and are within their signing limits.
 - Compare and match the invoiced quantity with the delivery notes signed and released by the company's QA / QC
 - Obtain approval from the PO requester or Project Lead
- Prepare cheques and bank transfers.
- Reconcile supplier's SOA and correct discrepancies.
- Respond to the queries of suppliers.
- Record purchases, sales, payments, collections, expenses, accruals, and all other financial transactions in Tally
- Company credit card reconciliations and communication for obtaining supporting documentation and monitoring credit card purchases.
- Process bank deposits, petty cash withdrawals and assist in bank transfers preparation.
- Check and ensure that utility bills are received and paid on time.
- Reconcile bank accounts and audit bank charges.
- Prepare, send, and register invoices to the clients.

- Follow up on, collect and allocate payments from clients.
- Monitor client account details for non-payments, delayed payments, and other irregularities.
- Maintain banking relationships.
- Monitor bank issues including fee anomalies and check differences.
- Prepare monthly payroll.
- Responsible for the safekeeping and accountability of the petty cash fund
- Follow up on, collect and allocate payments from clients.
- Prepare monthly financial reports (Profit and Loss Statement, Project Profitability, Aging of Accounts Receivables, Key Indicators, CAPEX Analysis, Order Book)
- Forecast cash flow positions, related borrowing needs, and available funds.
- Ensure that sufficient funds are available to meet ongoing operational requirements.
- Reconcile and maintain balance sheet accounts.
- Prepare and coordinate audit process.

General Accountant - Expert Star Accounting & Bookkeeping
Warzan Bldg. Tecom, Internet City Dubai U.A.E
11/2010 – 01/2014

- Checks the reliability of the systems process and accuracy of the reports generated by the newly installed accounting software (Tally ERP Version 9)
- Supervises the daily data entry.
- Reconciles & prepares the monthly bank reconciliation & daily cash availability.
- Participates in processing accounts payable.
- Monitors billing and collection
- Prepares the monthly financial statements/reports of the company.
- Responsible for the issuance of cheques
- Prepares the payroll for salaries & wages of the Staff.
- Monitors the daily report of the company.
- Responsible for encoding all the transactions in the Tally system.
- Posts financial transactions including transfers, deposits, and journal; prepares financial records for reporting purposes.
- Other duties as assigned.

Merchandising Assistant
New City Commercial Center (NCCC)
R. Fernandez St. Cor. H. Lopez Boulevard Northbay, Tondo Manila
October 5, 2009 – May 18, 2010

- Encoding Purchase Order of different Suppliers using MMS or Merchandise Management System.
- Receives calls and direct caller to destination.
- Encoding received P.O for payable purposes.
- Entertain agents of different suppliers regarding items sample.
- Entertain supplier's queries regarding quantity and cost of their items.
- Filing & segregating the original copy and sending the duplicate of Merchandising Re-order Form (MRF) in main branch.
- Calling all supplier's regarding delivery of their items and to verify about price increase.

Accounting Staff

TQS San Fernando Pampanga
TOTAL Olongapo Road Dolores CSFP
July 28 – September 8, 2009

- Everyday checking, filing all credit transactions or A/R of the company.
- Encoding all billing statements per client's transaction.
- Prepare all clients billing statements on its due date.
- Segregating all charge invoice and P.O order alphabetically in accordance with client's name and regarding on the date of issue.
- Check and approve all prepared billing statements if it is properly input based on the source documents.

Accounting Staff

Monsale Realty Corporation (MRC)
Unit C-3 RSG Condo # 35 6th Avenue Cubao
April 2 – July 5, 2009

- Encoding all bank transactions and disbursements of the company.
- Receives calls and direct caller to destination.
- Compute all commission receivables of Manager, Sales Manager, Assistant Manager, and Agents and especially the company's share based on their percentage rate.
- Entertain agents regarding leaflets and their commission to be released.
- Prepare Sales productions, Cash Flow, Bank Transactions of the company.
- Filing all company's petty cash voucher, disbursement vouchers base on date.
- Prepare Employee's timecard Record for payroll purposes.

PROFESSIONAL QUALIFICATION

Tertiary	-	Bachelor of Science in Accountancy 2005 – 2009 (Graduate) Saint Michael's College San Roque, Guagua Pampanga
Certificates	-	Associate of the Institute of Public Accountants, Melbourne Australia - Associate of Financial Accountant, Melbourne Australia

PROFESSIONAL SKILLS, KNOWLEDGE & ABILITIES

- Well - equipped and competent person with excellent skills in accounting and computer literate – **Tally ERP 9, SAGE 200c Professional, QuickBooks, Fusion Fine, Real Soft, Windows 2000 Professional** up to latest version, **MS – Office Macro (Excel, Word, Power Point Program), MMS or Merchandise Management System** and Internet Application.
- Proficient in English Communication
- Multi - Task and ability to work under tremendous pressure and meet deadlines with efficiency.
- Willing to learn other new computer system/ accounting software and programs quickly.
- Customers service skills
- With **UAE Driving License**

References

Available upon request