

# CURRICULUM VITAE

**ANNIE ALMADIN** [REDACTED]

[REDACTED]  
Email: [REDACTED]



## Summary of Achievements and Qualifications:

- **Certified Public Accountant**
- **Bachelor of Science in Commerce major in Accounting**
- **General Accountant for more than 10 years in UAE and more than 10 years in Philippines**
- **Budget Officer for a government audit institution for more than eight years**
- **State Auditor for a government audit institution for two years**
- **Proficient in system application like Tally, Quick Books, Microsoft Excel, Microsoft Word and other applications**
- **Flexible and willing to learn new things**
- **Result oriented, dependable and hard worker**
- **Team player with good working ethics and interpersonal relations**

## Relevant Employment History:

**General Accountant** - August 2, 2018 to April 30, 2020 [REDACTED]

Jumeira Lake Towers, Dubai, UAE

- Verify sales invoices in relation to VAT output tax
- Verify purchases and expenses in relation to VAT input tax
- Record sales, purchases and expenses of clients in Tally Software
- Record petty cash, cash and bank transactions
- Reconcile bank accounts with book records
- Recommend accounting control and measures related to internal control system of clients
- Present profit and loss statement analysis of clients by showing and analysing increases and decreases of sales, purchases and expenses.

**General Accountant** – February 27, 2017 to October 31, 2017 [REDACTED]

(Clinica Joelle Dubai/Abu Dhabi, Maison de Joelle, Joelle Paris)

- Handle accounts payable/accounts receivable transactions for all companies of Joelle Group
- Records suppliers invoices and payments in Quick books to establish supplier balances and purchases
- Handle all utility payments for all companies in the group
- Account and bank reconciliation for all companies
- Maintain vacation leave balances of employees
- Compute for gratuity and end of service benefits of employees
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**General Accountant** - May 5, 2013 up to February 26, 201 [REDACTED]

Jumeirah Beach Road Dubai ,

UAE

- Prepare Daily Sales Report
- Establish cash accountability of cashiers/receptionist and determine shortages or overages

- Validate cash credited to bank through credit card payments from customers
- Accounted for cash deposits
- Negotiate with creditors the delivery of supplies
- Establish monthly purchases
- Compute commission of doctors and nurses on a monthly basis
- Safeguard inventory of supplies by updating inventory report and conducting actual count from time to time
- Prepare Payroll thru WPS
- Maintain leave balances of employees
- Compute for profit sharing of doctors and partners
- Prepare the daily, monthly and yearly financial status of the clinic and send to owners and managing directors

**General Accountant** – December 12, 2009 until February 14, 2013 [REDACTED]-Deira, Dubai UAE

- Confirmed and reconciled subsidiary ledgers for accounts receivable and accounts payable accounts.
- Verified authenticity of bank statement of clients.
- Determined the average balance of bank accounts of clients for specified period.
- Prepared credit analysis of bank accounts of clients and determine check returns whether inward or outward clearing.
- Verified existence of stocks and properties.
- Prepared aging schedule of accounts receivable and accounts payable
- Finalized financial statements

**Regional Accountant** - March 8, 2008 till November 3, 2009 [REDACTED] Davao City, Philippines

- Certified accuracy, availability of funds and legality of claims pertaining to purchases, salaries, utility expenses and other financial claims.
- Checked and approved Journal Entry Vouchers for the preparation of monthly trial balance and financial reports
- Bank reconciliation of bank accounts and prepared book adjustments.
- Prepared income tax computations and returns of employees
- Computed withholding taxes for purchases and payments of utilities expenses subject to value added tax
- Liaised with employees, debtors and creditors on all matters pertaining to liquidation of cash advances, collection of accounts and payments to suppliers.
- Handled petty cash fund transactions like disbursement, control and liquidation for replenishment of the fund.

**Budget Officer** - June 2000 to November 3, 2009 [REDACTED] – Davao City, Philippines

- Consolidated budget of all departments and submitted for approval to the central office.
- Implemented the budget, recorded and controlled expenditures and determined variances against budgeted and actual expenditures.
- Prepared monthly status of allotments, expenditures and balances per department.
- Took part in the preparation of budgets for special events and activities of the company and adhered to its strict implementation like anniversary celebrations, Christmas parties, trainings and conferences and other events.
- Requested and received funds for specific purposes to central office.
- Acted as assistant resource speakers for electronic National Government Accounting System trainings
- Set up and converted the old accounting system to the new electronic National Government Accounting System in various government agencies like Davao City Water District (DCWD), City Government of Davao, Mindanao Economic Development Council (MEDCO), Municipality of Sto. Tomas, Municipality of Cateel and University of Southeastern Philippines (USEP)

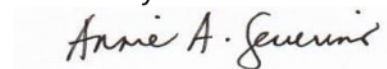
**State Auditor** -October 18 1998 to June 2000 [REDACTED] Davao City, Philippines

- Examined disbursement vouchers, receipts for collections, payrolls, contracts, bank statements and other documents to determine legality, accuracy of computations and correctness of entry of audited agencies like City Government of Tagum, National Food Authority, Island Garden City of Samal, Panabo Water District and Carmen Water District
- Safeguarded agencies cash by conducting cash examination to cashiers and other accountable officers
- Safeguarded agencies assets by conducting inventory count of stocks and properties.
- Formulated findings and recommendations for the preparation of annual audit reports
- Conducted Internal Control System evaluation of audited agencies to determine the area of focus of the audit
- Analyzed financial statements and determined increases and decreases as compared to previous years.

**Accounts Analyst** – June 15, 1991 – October 17, 1998 [REDACTED] – General Santos City, Phils.

- Designated as voucher processor for all financial claims of the agency by checking the accuracy of computations, attachments and supporting documents
- Recorded process costs like labor and raw materials and determined cost per kilogram of rice and other by products
- Prepared inventory reports for rice and corn
- Conducted physical inventory count of stocks.
- Consolidated trial balances of seven provincial branches on a monthly basis
- Conducted inter branch reconciliation of accounts

Certified by:



ANNIE A. [REDACTED]