

# MADOLYN MINDAJAO, CPA, CIA

Al Barsha Dubai UAE



## **Objective:**

To further my professional career with an accounting position in a company that encourages career development where my prior experience, personal ability, and commitment to professionalism would be utilized and will add value to organizational operation effecting mutual employee and employer growth and success.

## **Work Experiences:**

### **Accountant**

May 2018 – Present

### **Cel Group**

Jumeirah 3 Al Wasl Dubai,UAE

CELS Group is a network of international experts that foster and manage customer engagement and experiences.

We help key players in their industry become a focal point, building loyal relationships and strengthening bonds with their community.

CELS' aim is to create valuable social experiences through a set of well-designed products and services, that correlates as a consultancy firm and as a project manager or producer.

### **Work Assignment and Functions**

- Handle the entire accounting activities up to finalization of accounts
- Prepare monthly financial statements along with Balance sheet Schedules , reports and records by collecting, analyzing and summarizing account information
- Prepare and report VAT quarterly report to FTA for group entities
- Prepares asset, liability, and capital account entries by compiling and analyzing account information.
- Manage all accounting operations based on accounting principles
- Prepare bank reconciliations and liaison with the bank when required
- Verify, allocate, post and reconcile month end closing accruals entries, provisions, prepaid expenses, depreciation etc.
- Intercompany transactions and reconciliation
- Audit financial transactions and document accounting control procedures
- Assist with internal and external auditors
- Coordinates with banks, financial institutions for any company services required

**Accountant**

March 2014 – May 2018

**Air Products Middle East FZE**

Jebel Ali Free Zone

Supplier industrial gases, performance materials, equipment and technology. The world's largest supplier of hydrogen and helium and have built leading global supply positions in growth markets such as semiconductor materials, refinery hydrogen, coal gasification, natural gas liquefaction and advanced coatings and adhesives.

Work Assignment and Functions

- Receive and process invoices from various departments and suppliers, ensuring appropriate coding, pricing and signature authorizations.
- Review all invoices for potential errors and/or discrepancies; any discrepancies should be brought to the immediate attention of the authorizing department
- Responsible for analyzing/summarizing pertinent information related to purchase orders, and confirming payments against contracts
- Monthly contract reviews, including regular analysis and reviews to ensure expenditures do not exceed contract values and that payments are in line with deliverables set out in contract
- Assist with month-end close process including monthly account reconciliations
- Other duties including financial analysis as required
- Execute monthly batch payments to supplier (Bank transfers & Cheques) and daily payment as required.
- Perform monthly bank account reconciliations of 3 separate entities
- Perform statement of account reconciliations for major suppliers
- Intercompany Reconciliation of Invoices and communicate any invoice discrepancy
- General Ledger Reconciliation on quarterly intervals for three entities.
- Back up functional support during the annual and sick leaves of Credit Controller and Invoicing Personnel
- Maintain a timely and accurate filing system both electronic and hard copies

**Accountant**

March 2013 – March 2014

**FAB ARABIA JLT**

Armada Tower 2 Jumeirah Lake Tower

FAB ARABIA is specialized company in outsourcing Accounting and Financial Services. We provide to our clients with top notch services, to achieve targeted objectives in competent and effective way.

### Work Assignment and Functions

- Handling clients book of accounts up to finalization
- Preparation of monthly financial statements
- Performing review of clients' account
- Responsible of daily reconciliation between company accounts and the bank accounts.
- Responsible for monthly reconciliation of expenses and revenues
- Analyze business operations, trends, costs, revenues Develop, maintain, and analyze budgets, preparing periodic reports that compare budgeted costs to actual costs

Ensure and supervise all accounting transactions for each month is recorded and be able to adjust and manage monthly entries of the company

### **Audit Associate**

January 17, 2011 – January 30, 2013

### **MOORE STEPHENS LLP**

10 Anson Road International Plaza, Singapore

Moore Stephens LLP Singapore is a member firm of Moore Stephens International Limited, which is regarded as one of the world's leading accounting and consulting association with 636 offices and more than 21,000 partners and staff worldwide.

### Work Assignment and Functions:

- Primarily assists audit assistants in obtaining statutory documents to corporate secretaries for all resolutions and meetings conducted by the company for all significant transactions entered by the client to be incorporated in their audit work.
- Corroborating obtained resolutions in SGX announcements and Bloomberg to verify its validity and accuracy
- Liaise with corporate secretaries for all issues related to resolutions and board meetings
- Assist in the preparation of billing invoices to clients

### **DIAZ MURILLO DALUPAN & CO, CPAs**

Ayala Business Park, Cebu City Philippines

### **General Accountant /Audit Associate**

May 10, 2010 – January 10, 2011

Diaz Murillo Dalupan & Co, CPAs is an independent member of HLB organization and a worldwide organization of accounting firms and business adviser. The firm provides with full range services that includes; Audit and Business Assurance, Business Process, Outsourcing Services, Corporate and Management Advisory Services and Internal Audit.

### Work Assignment and Functions:

- Preparation of financial reports needed by the Management which includes the Profit & Loss Statement, Balance Sheet and other reports as required.
- Accounts Receivable and Accounts Payable
- Monitoring of Petty Cash Transactions
- Monitoring of Bank Transfer Transactions
- Preparation of Monthly Bank Reconciliations
- Intercompany Account Reconciliations
- Data entry in the accounting software
- Interaction with concerned parties for various accounting transactions
- Executes audit procedures such as obtaining an understanding of routing data processes, testing controls, and performing substantive procedures
- Ensures the achievement of client's objectives through participation in client's discussion meeting to coordinate matters needing client's attention
- Understands the client's business and assess company's risks and controls
- Develops and maintains client relationship by obtaining knowledge about the client's business and industry practices
- Performs the overall prepare monthly financial statements of clients and investigate significant fluctuations of financial statement accounts
- Creates deliverables such as working papers, trial balances and supporting schedules and other pertinent documents that detail the engagement procedures performed
- Ensure compliance on government monthly reportorial requirements
- Other Accounting jobs as deemed necessary or as required.

### **PAGES HOLDINGS**

Ayala Business Park, Cebu City Philippines

### **Accounting Assistant**

Pages Holdings manages a chain of operations in the food and beverage industry including restaurants, leading refreshments provider of shakes and juices that has expanded to franchising to different locations around the region.

### Work Assignment and Functions:

- Assist in the preparation of monthly Financial Statements for management performance evaluation and control which includes, Income Statement, Balance Sheet, Statement of Cash Flow
- Preparation of supporting schedules of financial statements balances including comparison of expenses and variance
- Coordination with accounting supervisor for identified issues and provide analysis on client's accounts demonstrating supervisor's attention
- Monitoring of revenues and reconciliation of all bank transactions, from sales, expenses and all company's disbursements

- Checking and test of reasonableness of all petty cash transactions.

### **Career Highlights**

- 4 years of total experience
  - In Audit, Financial Management and General Accounting
- Able to handle accounts up to finalization
- Multinational experience & can work with minimum supervision
- Pro-active, analytical and with an ability for a well thought out decision making.
- Capability to work under time pressure & multi-tasking
- Effective written and verbal communication in English and good interpersonal skills
- Knowledgeable in accounting softwares: Tally 9, Peachtree, Sage, QuickBooks, Focus and SAP
- Proficient in Microsoft word, excel office, internet and other computer applications.

### **Career Achievements**

- Able to handle multiple clients in the preparation of financial statements
- Establishment of accounting system for new clients
- Suggesting and Implementing Internal Controls for clients

### **Attainment & Qualifications:**

Exam Taken and passed:

- Certified Public Accountants (CPA)
- Certified Internal Auditor (CIA)

### **Organizations/ Affiliations**

- Philippine Institute of Certified Public Accountants (PICPA) – Member (2009 – Present)
- Institute of Internal Auditors (2014- Present)

### **Academic Achievements:**

- Graduated Bachelor of Science in Accountancy with honors (Cum Laude)
  - University of San Carlos (Cebu Philippines)

**Trainings:**

- SAP FICO
- Accounting Software (Peachtree, Sage, Tally, iScala, Focus,)

**Personal Data:**

- **Provincial Address:** Carcar, Cebu Philippines
- **Date of Birth:** December 24, 1986
- **Place of Birth:** Cebu, Philippines
- **Gender:** Female
- **Status:** Married
- **Language spoken / write:** English & Filipino
- **References:** Available upon request
- **Availability** Immediately
- **Visa Status** Free Zone