

IVY C SAN ANTONIO

Abu Dhabi, United Arab Emirates

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CAREER OBJECTIVE

To be part of a company committed in providing an exceptional and challenging work experiences towards achieving an excellent and effective accounting practice.

PROFESSIONAL QUALIFICATIONS

- Seasoned accountant with more than 15 years of experience working in several large corporations.
- More than 15 years of professional experience working as an accountant.
- With thorough experience in utilizing accounting software's and applications namely Citrix, Sage, Oracle, Sapience, and Workday
- Proficient in Microsoft Windows applications (i.e., Word, Excel, PowerPoint)
- Good leadership, administrative and organizational skills
- Able and willing to work with minimum supervision
- Self-motivated with high level of initiative
- With meaningful experience in dealing with senior management
- Well-developed communication and interpersonal skills

PROFESSIONAL EXPERIENCE

HR/PAYROLL OFFICER

August 8, 2020 – December 8, 2020

CHINA CIVIL ENGINEERING CONSTRUCTION CORPORATION (CCECC) – ABU DHABI

Shakbout City, Abu Dhabi, United Arab Emirates

Overview: Provides civil contracting for infrastructure projects including construction of railways, bridges, roads, power stations, dams; contracting for commercial and residential buildings.

- Generate Employee Number for new hire employees and record manually to the spreadsheet.
- Update and maintain payroll spreadsheet and ensuring all related documents and forms for new employees are completed and returned in timely manner.
- Review manual employee timecards and follow up on incomplete timesheets details.
- Calculate salaries, retroactive adjustments, overtime and bonus.
- Manage and respond to all correspondence and queries about HR related issues.
- Ensure all payrolls are processed in an accurate and accordance with company policy in a timely and efficient manner.
- Update Emirates ID and labor card number in employee's database.
- Perform other related duties as assigned.

PAYROLL ACCOUNTANT

February 2011 to December 2019

AECOM MIDDLE EAST LIMITED

Capital Centre, Al Karama Street Abu Dhabi, United Arab Emirates

System used: Oracle, Sapience and Workday

Overview: A global firm leading in Infrastructure and specialized in Architecture, Building Engineering, Design Planning, Cost, Consulting, Program Management and other services.

- Maintains timesheets on the payroll system. Responsible for computing, withholding, and identifying deductions associated with net earnings
- Conduct audits of timesheets and identify and implement corrective action
- Ensures accurate computation of pay and interpret company policies and government regulations affecting payroll procedures
- Reconcile payroll head count, gross salary and general ledger accounts related to payroll.
- Process employees Final Settlements, Accommodation loan request, Leave Pay in advances, Overtime and Salary adjustments (multi-currencies)
- Process Employees advance requests and system update for payroll deduction
- Reconcile [employees advance account, Annual leave], Responds to queries from employees regarding vacation leave, overtime, and other payroll related matters.
- Process new hire employee's salary and compensation changes
- Calculate and posting of accruals [Gratuity & Annual Leave] and payroll tax
- Knowledge of GCC labor law (UAE, Oman Bahrain).
- Work closely with HR Dept for employee changes and other updates.
- Process Pension Fund for specific nationalities like Emirati and Omani nationality
- Ensure payroll data accuracy and perform corrective actions to resolve identified problems.
- Provide assistance in preparing staff headcount and labor cost budgets and forecast

ACCOUNTS PAYABLE ACCOUNTANT

January 2008 to February 2011

CANSULT MAUNSELL LIMITED

Abu Dhabi, United Arab Emirates

System used: Citrix and Sage

- Timely & quality hard close for the accruals, ensured all entries are posted in system
- Review and book invoices for 3rd party and Intercompany transactions
- Register accounts payable transactions into the Citrix Program Neighborhood system.
- Send invoices up for payment. Make sure that all invoices will be continuously captured in payment runs.
- Monitor accounts to ensure payments are up to date. Prepare aging statements
- Resolve invoice discrepancies
- Vendor file maintenance
- Communicate with vendors and respond to inquiries. Timely reply to emails and clear communication with other stakeholders
- Handles Employees' claims and reimbursements
- Performs other tasks assigned by Finance Controller

ADMIN and ACCOUNTS ASSISTANT

March 26 2006 to December 2007

MAUNSELL CONSULTANCY SERVICES

Abu Dhabi, United Arab Emirates

- Monitor and enter weekly timecards of UAE and Qatar employees
- Maintain general filing system for all employee's personal details.
- Prepare and submit weekly timesheets report.
- Handled employees and vendors queries over the telephone and through email.
- Ensure that all invoices are properly filed for reference and audit review.
- Post and process data entries to ensure all invoices and new hire employees are recorded
- Update payments accurately in the database to ensure that information will be immediately available when needed.
- Provide general administrative and clerical support including mailing, scanning and copying.
- Organize schedule, and communicating on behalf of my supervisor.
- Perform other task assigned by Accounts Payable, Payroll Coordinator and Finance Controller

ACCOUNTING CLERK

October 1, 2005 to February 15, 2006

PROVINCIAL CAPITOL- ACCOUNTING OFFICE

Camarines Norte, Philippines

- Closes Accounts Payables
- Assists in the posting of various accounts to Subsidiary Ledgers
- Encodes financial transactions to generate various Journals.
- Reconcile assigned accounts.
- Prepare the Quarterly Schedule of assigned accounts.
- Perform other duties assigned by immediate supervisor.

ACCOUNTS ASSISTANT

April 16, 2004 to Sep 30, 2005

PHIL-ASIA CARE PLANS, INC.

Daet Branch - Camarines Norte, Philippines

- Prepare and maintain accounting documents and records.
- Receive and fill out receipts for payments.
- Maintaining and handling file request adhering to standard procedure and schedules.
- Responding to phone calls.
- Provide substantial assistance with administration of the monthly payroll.
- Distribute payslips and other staff materials.

EDUCATIONAL HIGHLIGHTS:**BACHELOR OF SCIENCE IN ACCOUNTANCY**

TERTIARY EDUCATION AT NENANG DE NAGA UNIVERSITY

Naga City, Philippines

PERSONAL DATA:

AGE: 42
BIRTHDATE: January 26, 1978
NATIONALITY: Filipino
CIVIL STATUS: Married

REFERENCE:

Available upon request