

ABIGAIL JOCSON TRINIDAD

Dubai, United Arab Emirates

Contact number: 0097155-498-6028

Email address: abigail_jocson@yahoo.com.ph

Visa status: Family sponsorship



CAREER OBJECTIVE

To apply my knowledge and skills in a company with a stable and healthy working environment.
To learn new strategies, skills and approaches in the business field thereby opening more opportunities for me and the company.

OVERVIEW

An accounting professional with a verifiable record of achievement, recognized as a result-oriented and solution-focused individual. Areas of strengths include honesty, adaptability, flexibility, self-reliance, dependability, team player, organizational and communication skills.
Worked with Oracle, Exact, Zoho and Focus accounting softwares.

PROFESSIONAL EXPERIENCES

ACCOUNTANT and OPERATIONS MANAGER, February 2018 to February 2020 (2 years)

Zoom Tel Phone and Computers, Abu Dhabi, United Arab Emirates

Industry: Telecom

Alternative Channel Partner of Du Telecom on Sim Trading

Job Responsibilities

- Overall in charge of company finance matters.
- Management of company administration and operation.
- Reporting to Company Directors.

Achievements

- Delivered financial and sales reports necessary for decision making of top management.
- Increased monthly sales and reduced costs significantly which resulted in profitability.
- Improved the quality of sales thereby reducing payment defaulters.
- Trained and motivated team members to improve overall productivity through efficient methods and tools.
- Managed the team efficiently by ensuring we are all aligned on monthly sales targets and key performance indicators.

ACCOUNTANT and ADMIN IN CHARGE, December 2015 to January 2018 (2 years, 1 month)

Zawdeh DMCC, Dubai, United Arab Emirates

Industry: E-Commerce

An online platform to connect SME with the best provider of essential products and services at the most competitive price available in the market.

Job Responsibilities

- Overall in charge of company finance matters.
- Management of company daily administrative tasks.
- Reporting to the Company Director.

Achievements

- Delivered financial reports necessary for decision making of top management.
- Secured work permits and business licenses for smooth operation.

- Involved in successful completion of company website through testing of functionalities at back end.
- Trained and guided interns.

ACCOUNTANT, June 2012 to February 2015 (2 years, 2 months)

Mohebi Martin Brower Logistics L.L.C., Dubai, United Arab Emirates

Industry: Logistics and Supply Chain

It is an authorized supply chain provider to all McDonald's restaurants in the U.A.E., Kuwait, Bahrain, Qatar, and Oman. The company is a subsidiary of Zainal Mohebi Holdings and affiliated to McDonald's largest distributor – The Martin-Brower Company LLC, based in Chicago, USA.

Job Responsibilities

- Handled payable to suppliers and managing suppliers' statement of accounts.
- Processed and released payments to local and import suppliers.
- Petty cash fund custodian.
- Reporting to Finance Supervisor

Achievements

- Delivered cash position reports necessary on decision making by Finance Manager on planning of disbursing payments.
- Secured payment instruments from management thereby ensuring timely remittance of payment to suppliers.
- Coordinated successfully with banks on processing payment to suppliers.
- Resolved issues of suppliers related to payments.
- Reconciled suppliers accounts on company records and resolved old outstanding accounts.
- Processed petty cash replenishments on time ensuring funds availability always.
- Ensured proper monthly amortization of non-trade expenses.
- Supported external auditors on financial audits by producing financial audit schedules and providing proper documents related to accounts payable.
- Filed accounts payable documents as per company standard for an organized documentation.

ACCOUNTANT, August 2006 to September 2009 (3 years, 1 month)

Maxcare International Trading Company L.L.C., Deira, Dubai, United Arab Emirates

Industry: Trading and Manufacturing

A manufacturing and trading company of beauty products.

Job Responsibilities

- Handled the payable to suppliers.
- Handled the receivables from customers.
- Petty cash custodian.
- Office and warehouse keys safekeeper.
- Reporting to the Managing Director.

Achievements

- Secured payment instruments from management thereby ensuring timely remittance of payment to suppliers.
- Coordinated successfully with banks on processing payment to suppliers.
- Resolved issues of suppliers related to payments.
- Reconciled suppliers accounts on company records and resolved old outstanding accounts.
- Secured timely collection of receivables from customers to fund operation costs.
- Issued proper documents to customers for their payment.
- Made and disbursed cash payroll on time.
- Processed petty cash replenishments on time ensuring funds availability always.

- Reconciled bank and book balances.
- Produced monthly reports on company's sales, inventory, collection, receivable and payables.
- Filed payable and receivable documents as per company standard for an organized documentation.
- Coordinated well with warehouse personnel to ensure successful shipment of goods both local and export customers.
- Monitored properly the vehicle, rental and insurances to ensure timely renewal.
- Facilitated annual inventory.
- Safekept office and warehouse keys.

ACCOUNTING ASSISTANT, November 2003 to April 2006 (2 years, 5 months)

Itabashi Seiki Philippines, Inc., CEPZA, Philippines

Industry: Manufacturing

A manufacturing company of printed wire boards.

Job Responsibilities

- Handled payable to suppliers.
- Handled employees benefit accounts due to the government.
- Handled tax payable to the government related to company purchases.
- Facilitated bank and business transactions.

Achievements

- Booked purchase transactions properly ensuring correctness of suppliers account always.
- Booked employees benefit accounts properly ensuring correctness of remittance to the government.
- Booked tax on company purchases due to the government ensuring correctness of tax payment.
- Produced monthly reports related to the company's payable.
- Filed payable documents as per company standard for an organized documentation.

ACCOUNTING CLERK, May 2003 to September 2003 (5 months)

P.L. Engineering Philippines, Inc., CEPZA, Philippines

A manufacturing company of electronic parts and equipment.

Job Responsibilities

- Facilitated daily bank transactions.
- Prepared payroll for daily wage employees.
- Handled accounts payable and receivable.
- Petty cash custodian.

SERVICE CREW AND ACTIVE CASHIER, April 1999 – Sep 1999 (3 months)

Jollibee Fastfood Store, Epza, Rosario, Cavite, Philippines

EDUCATION

Bachelor of Science in Accountancy

2003

Polytechnic University of the Philippines, Maragondon Cavite, Philippines

CHARACTER REFERENCES

Available upon request.