

SHOJI CASTRO ABALOS

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Location: Abu Dhabi, UAE



Language Spoken: English (Fluent), Filipino (Mother Tongue)
Visa Status: Working Visa

ACADEMIC QUALIFICATION

Bachelor of Science Major in ACCOUNTING
Adamson University - Manila Philippines.
Batch 1998

TRAINING & CERTIFICATION

MECHANICS & ACCOUNTS FOR VAT – VALUE ADDED TAX
Course Completed – January 2018, Abu Dhabi UAE
Khawarizmi Training Solutions

CAREER SUMMARY

- More than **11 years'** experience in Accounting and had an in-depth knowledge of taxation.

SKILLS

- Proficient in Microsoft Office Applications (Excel, Word and Powerpoint)
- Experience in different accounting system such as JD Edwards, Peachtree, ICMS, Oracle and ERP
- Extensive experience in General Accounting, Accounts Receivable & Accounts Payable
- Excellent written and verbal communication skills
- Strong Customer/Client Service
- Flexible, can withstand pressure at work, good interpersonal skill and team player

PROFESSIONAL EXPERIENCE

ACCOUNT ASSISTANT/INVOICE ASSISTANT

at **Sawaeed Employment LLC**, Mussafah, Abu Dhabi, UAE
October 2015 to Present

- Prime responsibility of an invoice assistant to produce the output based on the principles of (A) Completeness, (B) Accuracy, (C) Timeless.
- Ensuring timesheet completeness signed sealed by the clients and verified by operations.
- Follow up the missing time sheets with payroll team based on mobilization/ demobilization details.
- Validating the time sheet data entry in ERP as per the physical timesheet.
- Checking the contracts for the invoice preparation (rate/validity and others conditions if any and previous month invoice comparisons.
- Expired contracts to be brought the invoice supervisor by email with copy to Chief Financial Officer.
- Submit prepared invoices with relevant documents/Supports to invoicing supervisor for checking.
- Ensuring the process after adequate approvals/Limits before preparation of credit notes.
- Prepared and submit invoices back charge to recruitment agents.
- Prepared & copies all invoices before dispatching to clients.
- Updating of tracking for invoices/Debit notes/Credit notes for control purposes.
- Filing the invoices after receiving acknowledgements from the clients for record tasks assigned from time to time by supervisors.
- Prepared cheques for workers full & final & leave settlement.
- Responsible for disbursement & tracking for all cheques releasing for payments purposes
- Submission of necessary reports as per prescribed formats and carry out any other tasks assigned from time to time by supervisors.
- Reconciliation of disputes account

ACCOUNT ASSISTANT

at **CD & Associates, CPA's**, Mandaluyong City, Philippines
November 2009 to October 2013

- Record and post daily transactions using Peachtree accounting software and Tally software.
- Ensure that all government requirements are timely performed.
- Carry out different tasks and assignments given to me aside from my day-to-day workload
- Recording of the daily sales, purchases and operating expenses.
- Preparation of invoices and receipts.

- Preparation of issuance and receipts of checks, and such other transactions with the banks,
- Monitoring cash flows, preparing payments, liquidation and other related bank transaction.
- Monthly & yearend inventory for our client.

ACCOUNT ASSISTANT

at **Kodak Philippines, Ltd**, Makati City, Philippines
February 2008 to November 2009

- Reconciliation of Accounts Payable (Supplier Account) & Account Receivable (Customers Account mostly are Motion film Pictures.)
- Prepares the payment to supplier & AR collection (account payable, account receivable)
- Helping the Analysis of Taxation of Government requirements 2005 up to present.
- Prepares the analysis of Importation Entry of 2005 up to present. For BIR purposes
- Prepares monthly Statements for the Customers
- Ensure that all government requirements are timely performed.
- Carry out different tasks and assignments given to me aside from my day-to-day workload.
- Prepares the Certificate of Withholding tax in every Quarter for the client or customers
- Operates office equipment including personal computer, copiers, fax machines, etc.
- Organizes and maintains up to date financial records.
- Assist the Accountant in preparing monthly financial and management reports.
- Assists in financial management and analysis as requested.
- Performs other clerical jobs as directed by my superiors.

ACCOUNT ASSISTANT

at **Eastern Telecommunications Philippines, Inc.**, Makati City, Philippines
August 2006 to February 2008

- Prepares monthly reconciliation of Affiliates account for both Eastern and Teletech.
- Prepares Proposed Adjusting Entries for Inventory Issuances as needed.
- Prepares monthly reconciliation of Account Receivable and Proposed Adjusting Entries and provide all schedules and supporting documents. (E.g. reclassification from AR trade to non-trade & Vice-versa, customer's deposits, other receivables, affiliates, bank reconciliation items & other reclassification entries.)
- Provide monthly Account Analysis of General Ledger-A/R Trade. (Reconciliation of GL Reports vs. SL, extracted details from ICMS (Billing System))
- Monitors NINS accounts or dummy account from ICMS including open accounts since 2004.
- Prepares Account Analysis of AR Adjustments as part of the whole AR-Trade reconciliation which includes the billing, revenue and discounts for both ETPI & TTPI.
- Carry out different tasks and assignments given to me aside from my day-to-day workload.

Character References are available upon request.