

SHEILA A. CU

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CAREER HIGHLIGHTS

- A Philippine Certified Public Accountant and with 14 years of Corporate experience in General Accounting from different types of industries – Auditing Firm, Restaurants, Shipping/Liner and BPO companies with clients in Banking and Telecommunication institution.
- Solely managed the Accounts Receivable of APL Emirates and achieved the lowest bad debts provision with a maintained monthly AR KPI of 2% for above 30days overdue, and with a monthly revenue approximately at US\$30M.
- Knowledgeable in the preparation of Accounting Manual, that includes setting up of policies and procedures to ensure that financial activity is accurately recorded and proper internal control is consistently enforced in each department.
- Online food certifications attended: Fundamentals of Professional Cookery; Preparing Appetizers and Hors D'oeuvres; Preparing Cakes; Preparing Stocks, Sauces & Soups.

PROFESSIONAL EXPERIENCE

2013 to Present – Owner / Foodhandler

Nakabola Restaurant – Quick service restaurant, Food Bazaar Concessionaire, Private Events Food Catering
<https://www.facebook.com/Nakabola/>
Binangonan, Rizal, Phils.

- Handles the company's own books of accounts by using the Quickbooks accounting.
 - Set up the Books of Accounts, company policies and procedures.
 - Process the permits, licenses and all other requirements in setting up my own business.
 - Prepares the bi-monthly payroll of the crew.
 - Filing the monthly / quarterly Bureau of Internal Revenue (BIR) tax compliance.
 - Perform the monthly duties such as:
 - ✓ Assist in the physical inventory count and wastages.
 - ✓ Analyzes and calls the attention of the team for the unfavorable variations on cost of sales and operating expenses and ask them for their inputs on cost savings.
- Prepares and oversees the operations of the business like:
 - Cashiering – ensures a reconciled end of the day Sales cash count against the total Sales Job Order for the day.
 - Kitchen
 - ✓ Food & beverages preparation
 - ✓ Ensures the quality of the food and is served properly
 - ✓ Maintain cleanliness of the kitchenwares & equipments, and tablewares.
 - Maintain cleanliness of the shop. Ensures that garbage or trashes are properly disposed.
 - Handles the search and interview of the new service crew.
 - Assist in the research and development of a new product and prepare its costing.
 - Crew supervision and training on their duties and responsibilities, maintenance of cleanliness and safety procedures.
 - As the need arises, helps in washing the dishes, cashiering, serving the food, taking orders, food preparation and beverages, and other things during the peak hours of our business operation.

2006 to 2013 – Accounts Receivable Team Leader
American President Lines (APL) Emirates – Dubai, UAE

- Complete the day-to-day financial tasks and transactions including
 - Routine daily invoicing and dispatching to customers
 - Monitoring collections or customer payments for the day and ensure these are credited to company's bank account.

- Coordination with the customer service and sales team for any invoicing related issues, such as – rate disputes, cargo and OBL status.
 - Weekly reporting and monitoring of receivables status to the management.
 - Monthly preparation of customer's statement of accounts and regular coordination with customers on the payment status of their accounts.
 - Monthly analysis of aged open items such as uncleared cargos, unreleased OBL, short collections from counter cash customers, customer's refund requests, and old outstanding accounts recommended for write offs.
 - Creation and implementation of a more streamlined process in billing procedure, whereby avoiding incidents of unbilled transactions and meeting customer's requirements on invoicing. This resulted to customer satisfaction and receiving payments promptly.
 - Manage policy adaptation as it relates to Financial and Operational functions within our group, related to revenue and invoicing, customer agreements and contracts.
 - Nominated and awarded for a "Job Well Done" 3 times.
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1999 to 2005 – Accountant / Auditor

- Handles the day-to-day transactions on General Accounting like accounts receivable, payables, preparing journal entries, maintain records and files.
 - Handles the monthly reconciliation such as bank reconciliation, inventory count and reconciliation, GL and sub-ledgers account reconciliation.
 - Prepares Weekly Cash Flow Statements. Ensures the daily cash in and out are correctly shown on the report, to avoid overlapping of funds that might cause a problem.
 - Prepare the monthly Financial Reports
 - Analyze journal & ledger entries.
 - Investigate material deviations from the budget and prepare a report supporting the unfavorable deviations.
 - Provides accounting and financial information support to Finance Controller for the monthly corporate management meetings.
 - Prepare audit findings and make recommendations to improve and ensure compliance with the company's accounting policies and procedures.
 - Prepare the employee's monthly payroll.
 - Prepare the government's monthly tax compliance.
 - Assist with annual budgets and forecasts.
 - Analyze, understand, and explain to relevant parties any variations of actual results from budget/forecast.
 - Analyze current procedures; recommend changes for continual improvement of departmental efficiency and effectiveness.
 - Assist external auditor for the annual year end audit.
 - Examine and analyze journal and ledger entries, bank reconciliations, inventories, expenditures, and other accounting and financial records, documents and to ensure accuracy of financial recording and compliance with established accounting standards, procedures and internal controls.
 - Conducts field audit and prepare detailed reports on audit findings and make recommendations to improve individual or establishment's accounting and management practices.
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EDUCATION:

1993 to 1998 University of St. LaSalle
 Bachelor of Science in Accountancy
 Bacolod City, Neg. Occ., Phils.

PERSONAL DATA:

Date of Birth : December 27, 1976
 Nationality : Filipino
 Civil Status : Single
 Sex : Female