

# DAIMLER D. SANCHEZ

## ACCOUNTING ASSISTANT

### OBJECTIVE

To work in Canada as Accounting/Admin Staff where my more than 8 years work experience in Finance & Admin. which allows me to utilize my skills in data processing, document analysis, knowledge and abilities which include but not limited to financial auditing, computer skills, entering and retrieving data, database queries, generating reports, planning, managing, communicating skills, customer service and offer opportunities for my personal and professional growth.

### CONTACT

PHONE:  
+974-744-27957

EMAIL:  
[daimler.sanchez18@gmail.com](mailto:daimler.sanchez18@gmail.com)

LINKEDIN;  
<https://www.linkedin.com/in/daimler-sanchez-2a0a88>

### PERSONAL REFERENCES

Nickname : Dhaim  
Age : 36 years old  
Gender : Male  
Date of Birth : March 18, 1986  
Citizenship : Filipino  
Civil Status : Married  
Spouse Name : Mirasol Sanchez  
Job: Accountant in Qatar  
Language : English, Tagalog & basic Arabic

### SKILLS

- Generally understand Accounting principles
- Mathematically comprehension
- Data Analysis
- Advanced Computer literacy in various computer software applications
- Knowledge in ERP & SAP
- Analytical/critical thinking skills
- Excellent attention to detail

### WORK EXPERIENCE

#### Aqar Real Estate Development & Investment

P.O Box 4989, Doha Qatar

Sept. 2022 – Present

#### Job Descriptions:

1. Process company documentation, such as invoices and payments checks.
2. Checking & review the completeness of Contractors/ Vendors Invoices amount, payments method, attachments as per agreement before entering in SAP.
3. Performed administrative task including filling, retrieving and reporting.
4. Complete flawless communication with the management.
5. Coordinating with contractors to address questions, obtain complete documentation and ensure accuracy of accounts.
6. Review Contractors/ Vendors contract.
7. Check & review Petty Cash Transactions for reimbursement ( Head Office, Property Department & Facility Management Petty Cash )
8. Reconcile Contractors & Tenants statement of account.
9. Monitor Contractors/ Tenants contract and send reminder to concern department for renewal/ termination as per agreed notice period.
10. Directly reporting to Finance Manager & Director of Admin & Finance.
11. Release cash salaries for those new employees.
12. Assist with Auditors.
13. Performs other related function that maybe assigned from time to time.

#### General Company for Water and Beverages

#### Accounting Assistant cum Storekeeper

P.O Box 4500, Doha Qatar

December 22, 2017 – August 31, 2022

#### Job Descriptions:

1. Providing general support to Accounting Department.
2. Checking, preparing and posting Daily Sales Invoice, Accounts Payables & Receivables and Purchase Orders using ERP System.
3. Handling Petty Cash Transactions
4. Sending Statement of Accounts, monitor credit aging, follow up payments & release payments to Supplier on time.
5. Prepare Daily Bank Deposits.
6. Updating and monitoring Company's Capital Expenditure.
7. Prepares Month End Report.
8. Prepares Monthly Bank Reconciliation Report.
9. Assist/ prepare with the Audit.

- Fast learner and quick to grasp new knowledge acquired.
- Ability to work under pressure and minimum supervision.
- Good & effective communication skills
- Ability to multitask

## EDUCATION

### UNIVERSITY OF NORTHERN PHILIPPINES

Bachelor of Science in Business Administration  
Major in Management  
Tampag, Vigan City, Philippines  
2004 - 2009

### Sta. Maria National High School

Sta. Maria Ilocos Sur, Philippines  
1999 - 2003

### Azmeel Contracting & Construction Company Office Administrator

P.O Box 11662, Jubail Industrial City, 31961 KSA  
July 17, 2014 – September 30, 2016

#### Job Descriptions:

1. Prepares Daily and Monthly Invoices to be submitted to Royal Commission.
2. Performs as Service Desk – receiving incoming/outgoing calls/concerns/complains from clients.
3. Monitoring and Posting of Employee's Timesheet.
4. Verification of project site cash vouchers & expenses claims.
5. Maintain the Doc Control System and Electronic Document Management System (EDMS).
6. Prepare and update Daily Key Performance Indicator.

### Citibank N.A

#### Operation Support Representative III

Citibank Square, Bagumbayan Quezon City, Philippines  
March 12, 2012 – February 4, 2014

#### Job Descriptions:

1. Perform Back-up function for department employees.
2. Conducting a comprehensive QA of Account Maintenance Form / documents received for processing.
3. Perform other function for department employees.
4. Daily retrieving of documents, sorting, filling, encoding for processing.
5. Perform to other duties and responsibilities that may be assigned from time to time.
6. Adherence to laid down process requirements and guidelines as per Citi Standards and policy.
7. Responsible for systematic inventory, sorting and culling of back records for purpose of digital archiving.
8. Responsible for document deficiency/completeness review and reporting.
9. Responsible for prepping, scanning and quality checking of document scanned.
10. Responsible for indexing, encoding data image identification and uploading in documentum or Citi digital archiving platform.
11. Responsible for post scanning prepping of documents, refilling and re-boxing of document and send for physical on-site or off-site archiving.

### Henry Lhuillier Pawnshop & Jeweller

Appraiser/Vault Custodian  
Villasis, Pangasinan, Philippines  
September 28, 2009 – August 6, 2011

1. Responsible in monitoring the movements of items in and out of the vault as well as ensuring the safety of all the items in the vault
2. Daily cash manual balancing
3. Responsible on all records management, cash and stocks.
4. Prepare the daily and monthly reports as well as the papers and money to be audit.
5. Balancing and Accounting of charged transaction documents.
6. Performs Branch Cashier from time to time.
7. Transacting Western Union Money Transfer Remittances.
8. Performs assigned related task from time to time.