

Rhodylyn Teves

rhoda042002@gmail.com

Bolton Isla, Brgy 40-D, Davao City, Philippines

+639098134432

PROFESSIONAL SUMMARY

Highly analytical, result-driven accounting specialist skilled at working quickly and accurately under tight deadlines. Having a 15 year experience in various Accounting tasks such as Financial Analysis, Accounts Receivable, Accounts Payable, Balance Sheet preparation and analysis, Bank Reconciliation, Forecasting and Budgeting. Extensive knowledge of the following Accounting systems: Quickbooks, Wiise Microsoft Dynamics, Oracle and Geneva

WORK EXPERIENCE

Fund Admin Accountant

Nov 2022 - Present

HC Global Fund Services • Davao City, Philippines

- Gathers all information required for preparation of Investors Statement
- Monthly Bank Reconciliation
- Process payments thru Treasury Portal
- Computes all fees and expenses related to Fund transactions
- Prepare the monthly, quarterly and Annual NAV reports
- Prepare and release Investor Statements

Senior Financial Accountant (VA) – FVS Services Australia

Nov 2019 - Nov 2022

Sharesource Australia BPO • Davao City, Philippines

- Work as a Remote Senior Financial Accountant for an Australian Company
- Process AP invoices into Wiise Accounting System
- Checking and reconciling AP
- Process AP payments using online banking
- Weekly bank reconciliation
- Monthly BS Analysis
- Prepare accruals and amortization of prepayments

General Accountant

Dec 2017 - Apr 2019

Fifth Estate Advertising LLC • Dubai, United Arab Emirates

- Perform administrative functions such as ensuring that the office is clean and in good condition
- Perform as HR functions such as follow-up for the fast track processing of employee's visa, tenancy contract, trade license and payroll preparation
- Check the bank balance and cash on bank through Bank Reconciliation
- Prepares invoices and send them to the customer
- Follow-up payment
- Prepares LPO, and send confirmation order
- Encoding all data to Quick Books and generates Reports
- Finalization of accounts and preparation of Financial Statements: Balance Sheet, Income Statement & Cash Flows
- Prepare and submit VAT Returns

General Accountant

Nov 2015 - Nov 2017

Al Baraa Abdul Haleem General Trading LLC • Dubai, United Arab Emirates

- Updating and reconciling accounts payable balance.
- Preparation of Journal Entries
- Check the bank balance and cash on bank through Bank Reconciliation
- Dealing with the suppliers local and international as part of the purchasing
- Prepares LPO, and send confirmation order
- Familiarization of export/import documents such as Bill of Lading, Commercial Invoice, Packing List etc.
- Encoding all data to Quick Books and generates Reports
- Finalization of accounts and preparation of Financial Statements: Balance Sheet, Income Statement & Cash Flows
- In-charge of Petty cash fund
- Acting as admin officer in-charge and deals with some minor problems in the office and give the immediate solutions.
- Prepares the contract for our customers.

Settlement and Credit Manager

Nov 2014 - May 2015

Pepsi Cola Products Phil., Inc. • Davao City, Philippines

- Oversee all activities pertaining to Accounts Receivable and monitor policies on cash, credit & settlement
- Strictly implemented the Credit control to all Customers and the Sales person in-charge.
- Conducts surprise audit to salesman and customers for any discrepancy
- Filed cases against the salesman who commits fraud
- Review & evaluate credit applications & control credit extensions and collections

Financial Analyst

Feb 2011 - Oct 2014

Pepsi Cola Products Phil., Inc. • Davao City, Philippines

- Assist Finance manager in annual local planning and budgeting to make good financial sense.
- Analyze expense to be incurred and its effect on the predicted income during annual planning.
- Analyze financial reports for its accuracy & communicate it to the concerned personnel effectively
- Perform periodic audit of expense & assets in order to ensure that the system of check and balance is indeed strictly implemented.
- Conduct random monthly warehouse visit
- Conducts monthly inventory of raw & packaging materials such as: crowns, caps, concentrates, etc.
- Analyze financial data for the month-end closing and reporting

Credit Analyst

Jan 2007 - Feb 2011

Pepsi Cola Products Phil., Inc. • Davao City, Philippines

- Daily monitoring of trade AR accounts thru pre-credit and final credit checking for plant base and distributor's accounts
- Analyzes AR thru daily credit violation monitor to ensure proper observance of credit policy to all sales offices covering Davao Plant

EDUCATION

Bachelor of Science in Accountancy

Holy Cross of Davao College • Davao City, Philippines

Jun 2002 - Oct 2007

SKILLS

- Financial reporting and analysis (Quickbooks, Oracle suits, Wiise Dynamics, Geneva)
- Financial statements preparation
- Account reconciliation (AR, AP, Variance analysis and Bank Reconciliation)
- Spreadsheet software (Microsoft Excel, Google Sheets)
- Strong written and oral communication
- Organization and attention to detail
- Analytical and problem solving skills
- Time management
- Systems analysis
- Mathematical and deductive reasoning
- Critical thinking
- Active learning
- Clerical knowledge
- Proficiency with Microsoft Office Suite