Junedarlyn Asuncion

Accountant

Doha, Qatar
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Skills

•Proficient in Microsoft Office

Fast Learner

Ability to Multitask

•Knowledgeable in Navision, Quickbooks, Sage and Tally Prime

•Self-Motivated, resourceful person and willing to undergo training

Ability to Work in a Team

Profile

Accountant with (12) years of experience in all aspects of Financial Accounting

Employment History

Accountant, Al Mourjan Restaurant, Doha

October 2015 — Present

· Prepare yearly Financial Statements

· Prepare audit schedules and provide information to external auditors

· Generate reports and financial analysis

· Research and resolve accounting issues

· Prepares monthly salaries of the employees

· Prepares Monthly Sales Report

· Deposit cash sales to the bank

· Prepare asset, liability and capital account entries by compiling and analyzing account information

· Prepares monthly payables.

· Preparing monthly bank reconciliations

· Summarize current financial status by collecting information; preparing balance sheet, profit and loss statement and other reports

· Recording of all accounts to General Ledger

· Reconcile financial discrepancies by collecting and analyzing account information

· Maintain accounting controls by preparing and recommending policies and procedures

· Prepares monthly payment for suppliers

· Prepare financial statements and produce budget according to schedule

· Prepares journal entries, cash, and inter-fund transfers.

· Communicate effectively with clients

· Communicate with the owners on work status and client issues that arise

· Prepare and generate reports for management

· Support month-end and year-end close process

Associate Accountant, MEA Resources and Development Corporation , Quezon City

March 2014 — October 2015

· Prepares Financial Statements

· Recording of all accounts to General Ledger

· Monitoring of Accounts

· Prepares Check Vouchers

· Filing of Returns to Bureau of Internal Revenue

· Bank Reconciliation

· Prepares Schedules of all accounts

· Cash Monitoring

· Audit of Funds

· Responsible for all accounting records

· Prepares payroll

· Prepares Monthly Sales Report

· Prepares Billing/Statement of Account for Clients

· Collect and record payments from customers.

Accounting Specialist, Lyon Associates Inc, Manila

September 2016 — March 2014

· Funding of loans

· Entry of loans to Accounting System

· Checking of Invoices (Accounts Payable)

· Analyzing data given by the Accountants from Hawaii

· and making entries to Quickbooks and Accounting System

· ACCOUNTING OUTSOURCED (HAWAII RESTAURANT)

· Encoding of Inventories to Oracle System

· Prepares Weekly Inventory Reports

Checking of Reports given by the restaurants

Accountant/ Sales Auditor, Chateau 1771 Group of Restaurants , Ortigas Pasig City

May 2011 — September 2013

· Handles all the transactions for 1 Restaurant

· Handles Audit of Sales

· Posting of Daily Sales to General Ledger

· Posting of all transactions to General Ledger

· Prepares Payment Order

· Prepare Schedule of Sales

· Prepares Monthly Bank Reconciliation

· Prepares Schedule of Rent, Schedule of Loans, Due to/from Affiliates and Expenses of Restaurant

· Prepares Schedule of Accounts for Financial Statement

· Handles Account Payables of all Restaurants

· Posting of Output Vat to BIR Relief Data System

· Posting of invoices, journal and payment vouchers to accounting system

· Aging of Accounts Payable

· Monthly Reconciliation of Accounts Receivable and Accounts Payable of Affiliates.

Education

Bachelor of Science in Accountancy, De La Salle Araneta University, Manila

June 2006 — April 2011

References