

Name: CARLO RAMOS BAUTISTA
Address: Villa 9 Airport Road Abu Dhabi UAE
Mobile: +971 50 531 3879
E-Mail: carlo.acctg@hotmail.com



CAREER OBJECTIVE

An accountancy graduate that specialized in the field of accounting with relevant working experience as accountant locally & abroad. Seeking an opportunity to continue as a full time in my profession where my dedication to ensuring accurate and efficient financial operations can aid in maintaining financial security and health for the company.

CAREER ABSTRACT

Results-driven, an accountant profession who experience developing and implementing financial systems. Possesses strong problem-solving and analytical skills that help me work efficiently and independently. Ethical professional with expertise at interior designs, health and other sectors.

CORE COMPETENCIES

A competent, hardworking, and result-oriented professional having more than a decade of diverse experience in Infrastructure, Freight, Healthcare, Construction, Insurance and Corporate accounting operation, clerical, secretarial and general administrative function.

Graduate of Bachelor of Science in Accountancy with earning units of BS in Secondary Education major in Mathematics.

Solid experience in accounts receivables & payables, payroll processing, billing, and account/bank reconciliation.

Adopt changes in using accounting system such as Quick Books, Peachtree, FOCUS, AVENTUS, MYOB, Solomon, Oracle, Coins System and Microsoft Office application.

PROFESSIONAL EXPERIENCE (ABROAD)

ARC Décor & General Maintenance LLC / Bin Saeed St Al Manhal Abu Dhabi, UAE

Since: 02/2023 to present

Website: <https://arcdesign.ae/>

Company Profile:



Designation: Accounts Manager / Accountant-General

Key Result Areas:

Daily accounting activities required to maintain the general ledger and other balances accounts up to finalization.

Bank transfers, bank transactions, preparing tax invoices and receipts voucher.

Monitors petty cash payments and the replenishments, Accounts Receivable and Payable.

Process payroll and report payroll to management upon requested.

Familiar with UAE tax and respective regulations.

Familiar with Quick Books & Peachtree accounting software.

Update financial data in the database & to ensure that information will be accurate and immediately available when needed.

Stay updated with industry trends, accounting standards, & regulations to ensure compliance and improve financial processes.

Complying with federal, state, and local legal requirements by maintaining compliance documentation.

Maintaining historical records by filing documents electronically.

Perform basic office management duties as requested

KH Concepts Interiors LLC / Musaffah 21 Abu Dhabi, UAE
Four Style Carpentry & Style Line Carpentry / Musaffah 2 Abu Dhabi, UAE
Website: <http://fourstylecarpentry.com/>
Company Profile:

Since: 05/2022 to 01/2023
Since: 05/2015 to 11/2018



Designation: Accountant-General

Key Result Areas:

Supervise all regular accounting processes such as Accounts Receivable, Accounts Payable and General Journal Voucher Entries plus monthly closure accounts as well as preparing LPO, Quotations, PF/Tax Invoices & Issuing Receipts Voucher. Administer all cash & bank transactions data recording procedures daily and monthly. UAE VAT, extensive knowledge of tax laws and regulations. Provide support to safe keeping of internal expenses in company and other relevant important documents. Manage and maintain finance related programs and documents inclusive of future plans and programs. Maintains and controls the general ledger accounts and business transactions of the company that includes analytical work and thorough review of financial records. Coordinating with contractors, sub-contractors and suppliers ensuring for the materials. Providing support, working with project team & other design professionals. Handles administrative tasks as preparation of periodic reports, recording of daily transactions and routine clerical work.

Al Dhafra Insurance Company PJSC / Electra Street Al Danah Zone 1 Abu Dhabi, UAE
Website: <https://www.aldhafrainsurance.ae/>
Company Profile:

Since: 05/2010 to 02/2015



Designation: Cashier & Administrative Clerk / Head Office

Key Result Areas:

As Cashier

Received cash/cheques as payment and issuing cash and bank receipts
Preparing report of cash collection of the day-to-day transaction.
Handle cheques payment including printing and dispatching
File documents and other relevant cashiering duties in Head Office.

As Administrative Clerk in Finance Department

Responsible for updating daily cash collection report and payment transfer of medical claims
Prepare and report statement of account of different providers
Reconcile various insurance accounts such as ADNOC, OMAN and other Insurance companies
Administer other accounting matters assigned by the Finance Manager
Answering calls, taking messages and handling correspondents.

**PROFESSIONAL EXPERIENCE
(LOCAL)**

Freight Connection Philippines. Inc. / Intramuros Manila, Philippines Since: 09/2007 to 02/2010
Designation: Accounting Supervisor
Key Result Areas:
Prepare, evaluate and check billing to client/agent.
Responsible for preparing and reporting statement for account of Inter-Asia & Maritime Agent.
Process payroll, payables to supplier/vendors and other related accounting matters.

Corporate Medical Check-Up Specialist Inc. / Intramuros Manila, Philippines Since: 05/2007 to 08/2007
Designation: Accountant
Key Result Areas:
Handling cash, financial preparation, responsible for preparing accounts payables and receivables.
Handling and process to transact to coordinate with the gov't for filling of tax at Bureau of Internal Revenue (BIR).
And, other accounting related works & its operations of the business.

J.P GACULA Construction / Marikina City, Philippines Since: 11/2006 to 04/2007
Designation: Administrative & Accounting Secretary
Key Result Areas:
Daily checking & monitoring of attendance of staff & manpower at office & site project.
Prepare payroll, accounts receivables & payable and relevant accounting matters.
Administer other assigned duties by the management.

Health Station Enterprises / Cainta Rizal, Philippines Since: 01/2006 to 10/2006
Designation: Administrative Assistant
Key Result Areas:
Acting as Finance Administrative Officer, preparing monthly consolidated financial statement for all branches.
Checking & monitoring of stock supplies (Head Office & Branches).
Administer other functions such as cashier, payroll, accounts receivables and payables.

Phoenix Learning Journey District Corporation / Imus Cavite, Philippines Since: 10/2004 to 03/2005
Designation: Branch Custodian & Marketing Assistant
Key Results Areas:
Accept payments and render daily bank deposits
Prepare daily collections and sales report
Maintain physical count of stocks and updating stock cards
Prepare monthly inventory reports, stocks and display stocks and release of stocks
Receive and check sales order from sales officer or agent according for their quote from clients.
Updating status report of CI for the orders of customers upon approvals of orders.
Answer phone calls, maintain office cleanliness and orderliness

Phoenix Education System, Inc. / Quezon City, Philippines Since: 06/2003 to 09/2004
Designation: Accounting & Inventory Clerk
Key Results Areas:
Prepare of world book monthly inventory & billing to all branches.
Monitor of used and unused delivery receipts of the collectors agent.
Summarized expenses of vendor's west avenue shell service station base on receipts submitted for reporting purpose.
Summarizing of repairs and maintenance expense as required for reporting.
Prepare cost allocation & certificate of remittance (Pag-ibig and Phil-Health) as insurance of employee's.
File all important documents & other assigned duties by the management.

ACADEMIC QUALIFICATIONS

- Bachelor of Science in Accountancy from Cagayan, Colleges, Tuguegarao, Philippines in 06/1997-04/2001
- Bachelor of Science in Business Administration from University of the East, Philippines in 06/1996-03/1997
- Secondary Diploma from Saint Paul Vocational & Industrial High School, Philippines in 06/1992-03/1996

Certifications/ Diplomas

- Degree in Accountancy
- High School Diploma

REFERENCE AVAILABLE ON REQUEST

Ms. LAMIS NAIF ALSAIGH
ARC Décor & Interior Design
Managing Director
+971 50 120 2552

Mr. KHALID MHAMD KHIER SOWID
KH Concept Interior LLC & Four Style Carpentry LLC
Owner/ Managing Director
+971 55 284 9804

Mr. AJITH P.K. KUMAR
Al Dhafra Insurance Company PSC
AGM-Heading Finance & Admin
+971 50 811 3107

Ms. FILIPINA RAMOS BATAD
Freight Connection Philippines Inc.
Finance Manager (Retired)
+63 915 680 7492