



Jenelyn Umayam-Fajardo

Bur Dubai, Dubai

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Valid UAE Driving License

Career Snapshot

- Extensive experience in compiling and analyzing accurate and timely financial reports utilizing a number of procedures and applications.
- Established and monitored implementation of accounting control procedures and streamlined a number of reporting processes to ensure aggressive deadlines were met.
- Proven people management and supervisory skills.

Core Competencies

- organizational and planning skills
- communication skills
- information gathering and management
- Flexible and Service Oriented
- problem-solving
- attention to detail
- stress tolerance
- Knowledgeable in SAP System
- MS Office (MS Word, MS Excel, MS PowerPoint)

Educational Background

Work Experience

Accountant (General)

Dolphin Middle East Marine
September 2014 – Present
Quickbooks/Sage

Overlook the accounting & Finance Department

- Financial Data collection and entry
- Provides financial information to management by researching and analyzing accounting data and preparing reports.
- Accounts Payables and Accounts Receivables
- Preparation for Yearly Financial Audit
- Preparation for ISO yearly Audit
- Vat Report and Filling

Finance Manager

Premier Group of Companies
Nairobi Kenya
April 1, 2012-2014
Premier Tally

Overlook the accounting and Finance Department

- Check ,develop and improve on controls
- System Audit and procedure
- Cash flow management
- Intercompany reconciliation and confirmations
- Payment of all statutory dues on time

Pre-payment Audit (18 companies)

- To ensure that all expenditure is necessary and appropriate
- To ensure that all payment are properly authorized before being made
- To confirm the accuracy of the classification and the coding of expenditure
- To ensure arithmetical accuracy of the transactions

On Accounts

(Diahm Holdings Ltd, Prop Invest Ltd and Chimande Investments Ltd)

- Preparation of Rent Invoices
- Preparation of Cheques
- Preparation of Statutory Payments
- Preparation of Creditors Account Reconciliation
- Follow up payments

System Implementation-Petty Cash Fund

- To ensure PCF only be used to claim reimbursement of small incidental items of expenditure.
- To ensure that Petty cash voucher are properly authorized. (automated)
- To ensure all expenditure must be supported by valid receipts.
- To ensure that the expenditure classification is accurate on the system.
- To ensure that petty cash is properly release on the system
- Develop and improve controls.

Xavier University-Ateneo de Cagayan

- Bachelor of Science in Accountancy
Graduated, SY 2006-2007
- Bachelor of Science in Management Accounting
Graduated, SY 2001-2005

College Affiliations:

- Junior Philippines Institute of Accountants (JPIA)
Member School Year 2003-2007
- Mindanao Business and Management Youth Congress (MBMYC)
 - Programs Committee
 - February 2005
- Commerce Student Council
 - 4th Year Level Secretary (Elected) 2004-2005
 - Associate Undersecretary for Academics 2003-2004
 - 2nd Year Level Student Volunteer 2003-2003

Seminars Attended

- *Mindanao Business and Management Youth Congress 2005*
Cagayan de Oro City
- *Career and Job Search Seminar*
Xavier University, January 29, 2005
- *Job Search Seminar*
Xavier University, November 20, 2004
- *Basic Orientation Leadership Training Seminar*
Participant
2003 and 2004
- *Ignatian Leadership Training Seminar* Participant
Xavier University, 2002

Accounting- Supervisor

Inland Corporation

February 09, 2010- March 26, 2012

SAP

Duties and Responsibilities (General)

Oversees that the AFL section

- functions as a team
- remains relevant, updated, pro-active in the daily operations requirements;
- Keeps abreast of the demands to serve the influx of workload that materializes unexpectedly.

Operation Functions:

On checking

- Checks the daily liquidation vouchers (LV) requests for non-PRO transactions.
- Checks the daily accomplishment reports of my staff if conformed to the service level set. Checks out the hits and misses as to target dates of completion for the daily pending works declared by the staff.
- Scrutinizes non-PRO cash requests and determines if the cause is valid and if such will be recognized as expense or chargeable to the service provider, if applicable.
- Checks on the AFL report daily as to released and liquidated in the system. Such report will then be used to initiate resolutions on items released yet remain unliquidated.
- Checks and reconciles the entries for liquidation done daily in the SAP system by the AFL staff handling it. (Pro and Non pro)

On Approval

- Approves the liquidation vouchers for non-BROKO billable requests and PRO requests.
- Executes the internal recon for the non-pro non-billable requests.
- Checks that the AFL book as to liquidation vouchers for cancellation are cancelled promptly.
- Generates weekly report of per person per account in summary and in detail of Advances for Liquidation.
- Ensures that the AFL and JVL books are printed out in summary, per account code and per reference code monthly. Also meet the target deadline set in book closing for the financial statement preparation.

On the System (SAP and System Application)

- Continuously call the attention of IT regarding areas needed for improvement in the on-going implementation.
- Reverts transactions made in error or need to be revised as per request from operations.
- Clears fully liquidated requests in case staff misses out on items needed to be cleared daily.

Personal Information

Age: 32
Birthdate: August 4, 1984
Citizenship: Filipino
Legal Status: Married
Religion: Roman Catholic

Reference:

Upon request

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ADMINISTRATIVE FUNCTIONS:

- Ensures the issuance of monthly clearances.
- Promptly approves filed payroll forms of staff handled.
- Sends out reminder notices to staff who forgets to follow policies on filed payroll forms.
- Counsels staff on areas where they are faltering. This should be put on record.
- Coaches staff when there's a need to do so.
- Issues disciplinary memorandum in case maximum tolerance for inefficiencies has been used up.

Store front – Storefront Staff

Tim Hortons
Edmonton, Canada
June 2008- January 2010
Major Responsibilities:

- Making sure that the highest level of customer service is being delivered to customers
- Ensure that the merchandise/products adheres to company standards
- Receiving volume orders from the client
- Managing the store front staff and evaluate weather meet the assessment requirements

Accounting Clerk

Las Palmas Hotel
Metro Manila Philippines
October 2007- May 2008
Major Responsibilities:

- Prepares weekly, monthly and quarterly Accounts Receivable report & Statements of Accounts
- Preparations of Accounts Receivable reports Quarterly for the Board Meeting
- Follow up overdue accounts thru phone calls and emails
- Responsible for making the Hotel's Petty Cash Voucher
- Bookkeeping of Accounts receivable books

Poweree Commercial Corporation

FB Harrison Pasay City Philippines

April 2006- October 2007

Major Responsibilities:

- Prepares weekly, monthly and quarterly Accounts Receivable report
- Responsible in posting payments and purchases to Accounts Receivable jackets
- Responsible for the company's Petty Cash Voucher
- Manages Provincial Agents and their accounts
- Reconciles Accounts Receivable per client and their Bad Orders
- Follow up collections thru phone calls and emails

Unipace Corporation

Cagayan De Oro City Philippines

July 14, 2005-June 19, 2006

Major Responsibilities:**Processing Department**

- Segregation of grocery transaction (Volume Accounts)
- Issuance of corresponding Credit and Debit memos
- Checking of Price per unit at the Sales invoices
- Preparations of adjusting entries for price or discounts
- Counter checking of Invoices over the Delivery Receipts

Credit and Collection Department

- Foreign Exchange transactions (Dollar to Philippine Peso)
- Checking of Daily Billing Invoices to Clients
- Weekly reporting of collections
- Preparations of Daily collection reports
- Preparations of Daily Sales report



