**RESUME OF PRIETO JONAH CAISIP**

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**Personal Particulars**

NRIC No. : S8282968G

Nationality : Filipino / Singapore PR

Date of Birth : 28th April 1982

Marital Status : Married  
Address : Blk 424 Woodlands Street 41 #05-332

Mobile : +65-90613357

Email : jonahicaisip@gmail.com

**Career Objectives**

A highly self-motivated individual looking for a accounting field position that can enhance my expertise on analytical and technical skills and contribute to the company profitability.

Also, to be an accounting professional, assisting the company to review and analyze the financial position, assist the management to optimize the company treasury resources through cash flow projection.

**Personal Traits**

* Highly self-motivated and team-oriented, easily adaptable to company culture
* Good interpersonal and communication skills with helpful personality, enjoy multi-cultural environment
* Confident to handle works in organized and efficient way, multitasker who can work well under pressure
* Able to work in fast pace environment and willingness to learn new skillset to adapt company grow

**Education**

Jun 2000 – Oct 2004 Bachelor of Science in **Accountancy**

Technological Institute of the Philippines (TIP, Manila)

Jun 2016 – Current ACCA@ KAPLAN Learning Institute Singapore

(The Association of Chartered Certified Accountants)

**Work Experiences**

**Sept 2012 – Dec 2016 Sanli M&E Engineering Pte Ltd**

**Position : Accounting Supervisor**

* Assist the Financial Manager to handle full set account function of the company
* Leading a team of 3 account personnel under my supervision
* Company revenue growing from FY2013 S$10 million to FY2016 S$60 million, able to manage the account in efficient manner despite the increment of complexity
* Multi-tasking to assist HR dept. checking of payroll for 350 staff strength

**Job Responsibilities:**

* Handle Full set spectrum of accounting duties, including Accounting Payable, Accounts Receivables and General Ledger functions.
* Review Balance Sheet, general ledger accounts, income statements, Accounts Receivable & monthly accounts payable schedule (via cheque & LC/TR for oversea supplier’s)
* Prepare quarterly audit schedule and handle external audit
* Prepare & File Quarterly GST Submission.
* Supervise, train & review the accounts staff performance on type of duties - (2) accounts assistant & (1) Accounts Executive.
* Responsible for month end closing process by checking & verifying that ensuring all journals were accurately processed in the system.
* Update & monitor Cash Book & Bank Statement.
* Monthly Closing of Bank Reconciliation.
* Manage & coach the AR Team on Invoicing & collection, ensure timely & accurate.
* Monthly review & proposal of Vendor Aging List.
* Monthly re-classed the Salaries & Wages.
* Handle Company’s Credit Cards & control petty cash claims.

**May 2012 – July 2012 S.W.O.R.D Pte Ltd**

**Position : Account Executive**

**Job Responsibilities:**

* In-charge full set of Accounts.
* Monthly Closing of Bank Reconciliation.
* Responsible for the Account Payables **(AP)** and Account Receivables **(AR)** of the company.
* Raised PO and Tax Invoices.
* Check Daily Time Record and process payroll, and update staff attendance record.
* Process of all staff claims and petty cash payments.
* Logistics – manage import/export goods and prepare shipping documents, (Major Export Scheme).

**Feb 2011 – April 2012 Unidive Marine Services Pte Ltd**

**Position : Account Assistant**

**Job Responsibilities:**

* Handle sales and supplier’s invoices to the **MYOB** system and ensure matching with PO and DO attached.
* Manage account payables **(AP)** and account receivables **(AR)** of the company.
* Process payments based on due dates to supplier’s via cheque.
* Prepare payment vouchers of all payments. Chase payments from the customers.
* Process monthly billing (telephone, subscription, credit cards, insurance & etc.)
* Check daily time record, overtime, job allowance, transportation & food claims of all employees.
* Process monthly payroll computation and monitor office employees leave.
* Encode of all sales invoices to the Excel-Pivot spreadsheet.
* Post, update & proper filing of documents (PV, sales, supplier’s invoices, bank slip, GIRO payments & etc.)
* Submit quarterly summary sales invoices of all Keppel Company’s.

**Feb 2004 – April 2006 Job Placement Resources Services Cooperative**

**Position : Account Staff**

**Job Responsibilities:**

* Process semi-monthly payroll (salaries and wages) of all employees, including bonuses.
* Check daily time record of the employees.
* Update and process staff overtime claims.
* Input and encode billing to the clients.
* Preparing invoices to the clients.
* Update and contact clients, billing collections (AR)
* Manage petty cash in order to ensure sufficient cash for reimbursement and urgent petty cash needs.
* Compute an individual tax of all the employees.

**Skills**

Computer Literacy:

Proficiencies:

* Microsoft Word/Excel/Powerpoint
* Q&E Account Softwares
* MYOB Softwares
* Peach Tree Softwares

Language:

* English and Tagalog

**Others Information**

Last Drawn Salary : S$3,330

Expected Salary : Negotiable