

# **GERELYN A. SARAD**

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EDUCATION

Bachelor of Science in Accountancy, 2000

University of the Philippines in the Visayas (UPV)

Iloilo Campus

Graduated with Latin Honors (*Cum laude*)

Philippines Certified Public Accountant (CPA)

Registration No: 0116533

## SUMMARY OF QUALIFICATIONS

More than nine years of meaningful experience as general accountant, outsourced accountant and external auditor.

Has international working experience.

Exposures to a variety of industries such as toy manufacturing, information technology/business process outsourcing, consultancy and management, oil exploration, geological engineering and survey, real estate brokerage, construction and retail industry.

## ACCOUNTING PACKAGES

* Tally
* Peachtree Accounting Software
* QuickBooks
* Sage Line 50
* ACCPAC
* Workbench
* Cognos/Hyperion
* JDEdwards
* Oracle 11i/R12
* XERO

## OTHER QUALIFICATIONS AND INFORMATION

* Languages Spoken: English, Tagalog and Hiligaynon
* Willing to travel
* Birth Date: May 21, 1984
* Availability: Immediate
* Expected Salary: negotiable

## PROFESSIONAL EXPERIENCE

**Comicave Studios Pte Ltd.**

(*Manufacturer of high-end collectibles and mass market toys*)

<http://www.comicavestudios.com>

Location: Singapore

**January 2015 – September 2016**

**Senior Executive – Accounts & Finance**

* Successful migration and splitting of accounts in Xero Accounting System
* A/R & A/P review and monitoring
* Month-end closing
* GL reconciliation
* Payroll processing
* Financial Statements preparation
* Assist with External audit, preparation of audit schedules
* GST quarterly report preparation
* Royalty Reports (Disney, Marvel, Viacom, Warner Brothers)
* Payment processing (cheque / bank transfer)
* Sales Invoice processing
* Inventory monitoring
* Project costing
* Assisted in budget planning
* Mentoring accounts executive

**A&I Accounting Services Pte Ltd.**

Location: Singapore

**September 2014 – January 2015**

**Accountant (General)**

* Preparation of Yearly Accounts for various clients to be used for Audit of Financial Statements
* Review of Accounts prepared by client’s accountant
* Reconciliation of Bank accounts and salary per CPF statement

**FIS Global Solutions Philippines, Inc.**

(*A Fortune 500 company, is the world’s largest global provider dedicated to banking and payments technologies*.)

<http://www.fisglobal.com>

Location: Philippines

**March 2012 – March 2014**

**Assistant Finance Manager**

* Successful enhancement of R12 Oracle from Oracle 11i version as well as migration of Accounts Payable function from JDEdwards
* General Ledger Reconciliation
* Accounts payable entries checking and cheque preparation
* Month-end journal entries for amortization, accruals and other adjustments.
* Interco company bills preparation
* Account receivable monitoring
* Fixed asset accounting, set-up requests to FA team, annual asset count
* CAPEX purchase order monitoring
* Check Payments Validation
* Review of monthly, quarterly, and annual BIR returns with corresponding supports and attachments and perform Filing and payment.
* PEZA monthly, quarterly and annual reports
* Participate during external audit. Preparation of Audit schedules.

**AECOM Philippines Consultants Corporation**

(A *Fortune 500* company, is a premier, fully integrated infrastructure and support services firm, with a broad range of markets, including transportation, facilities, environmental, energy, water and government.)

<http://www.aecom.com>

Location: Philippines

**February 2011 to February 2012**

**Senior Accountant**

* Successful enhancement of ACCPAC accounting software to 7.3 from 6.0 Version, as well as migration of Accounts Payable/Project Accounting function from Benchmark to integrated Accpac software
* Successful migration of Project Accounting timekeeping system from TMCS to PMCS
* Oversee the whole Finance Team for the end-to-end process. Functions include general accounting, billing and collections, project costing, accounts payable, payroll, treasury and cash management
* Prepare and review Financial Statements, Corporate and Management reports.
* Prepare and provide support in preparation of Annual Budget, Forecast and Outlook
* Review, approve and ensure quality, completeness and accuracy of pre-close and closing activities and journal entries.
* Review and approve Revenue and Invoice entries to GL
* Review and approve recurring JE’s for revenue recognition, depreciation and amortization, accruals and other adjustments.
* Compute forex revaluation.
* Prepare and review Intercompany Listings. Perform monthly reconciliations and coordinate with counterparts across AECOM Entities Global. Propose settlement and offsetting.
* Oversee Accounts payable process. Review and approve Accounts payable Voucher (APV).
* Prepare and review BIR returns with corresponding supports and attachments and perform Filing and payment.
* Review payroll remittances to SSS, Philhealth and pag-ibig.
* Review payments and compliance to Business and other Municipal taxes and reports.
* Participate during external audit. Prepare and provide regular Audit schedules.

**M & M Al Menhali Auditing (Dubai, UAE)**

(Auditors, Accountants & Business Consultants. A Member Firm of CPA Associates International)

<http://www.mandmauditing.com/>

Location: Dubai, United Arab Emirates

**June 2007 to June 2010**

**Senior Accountant/Auditor**

* Reporting to Audit Manager and Partner.
* Plan audit procedures and determine timing and scope in accordance with professional and firm’s standards.
* Document, substantiate and communicate with management and audit manager the findings/observations gained during the course of audit.
* Prepares auditor’s report, client’s audited financial statements and other documentations as required by the regulating bodies and the firm.
* Performing various outsourced accounting works for different clients which include but not limited to:
* Preparation of the accounting vouchers
* Entry in the accounting system
* Receipts and disbursements handling
* Invoicing
* Supplier bills accounting
* Generate Trial Balance and Books of accounts
* Preparation of customized financial reports as needed by Management (Balance Sheet, Income Statement, Cash Flow Statement)
* Bank and Petty Cash Reconciliation
* Supplier and Customer account Reconciliation
* Records Maintenance
* Checking records kept by client
* Correspondence to other client branches (United Kingdom, United States of America and Australia, Russia, Oman, Iran, Qatar)

**HT & T Travel Philippines, Inc.**

(General Sales Agent of Qantas Airways Ltd., Qantas Holidays, and Jetstar Asia)

<http://www.holidaytours.net/Tour-East-Group/Tour-East-Philippines>

Location: Philippines

**December 2005 to June 2007**

**Accounts Officer**

* Daily Receipts (Recording, Deposit, Weekly Summary)
* Petty Cash Custodian & Replenishment, Handles Summary of Daily Collection
* Credit card transactions handling (Disc/Wtax computations, Recording receipts)
* Creditable Withholding Tax Preparation
* BIR MAP and SAWT data entry
* Online filing of monthly remittance return of income taxes withheld on compensation (1601-C) and monthly remittance return of creditable income taxes withheld (expanded) (1601-E)
* General Journal Preparation
* Agency Debit Memo / Agency Credit Memo Processing thru BSPlink
* Sales Report Handling (Segregation, Acquittance, Despatch, Travel tax checking)
* Billing Settlement Plan (BSP) Report Handling
* Travel Tax Computation and Refund Application
* Follow-up local debtors (International Organization for Migration, etc.) / Accounts Receivables Collection
* Office Supplies requisition
* Refund to Cardholders (letter)
* SSS Contributions/Loans, PhilHealth, Pag-ibig Remittances
* Handles disbursements (peso and US Dollar) ; prepares cheques manually and thru Paylink

## AWARDS/ RECOGNITION RECEIVED

UP Presidential Scholarship Awardee AY 2004-2005

University Scholar (UP President’s Lister) 2nd Semester AY 2004-2005

College Scholar (UP Dean’s Lister) 1st Semester AY 2001-2002 up to 1st Semester AY 2004-2005

ACPAE Award for Obtaining High Academic Honors & Maintaining the High Ideals & Excellence in Accountancy for AY 2004-2005, April 18, 2005

Iloilo Federation of Junior Philippines Institute of Accountants, *1st Prize* *in the Accounting Quiz bowl (Group)* November 2004

PICPA Iloilo Chapter, *1st Prize* *in the Accounting Quiz bowl (Group)*. July 23, 2004

Financial Executives Institute of the Philippines (FINEX) “Search for the Best Finance Team – 2004” *3rd place* *(Group) in the Regional Eliminations.* September 10, 2004