

JOEY VEGA SEVILLA

Jeddah, Saudi Arabia

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OBJECTIVE:

To make the most of my care giving skills and experience in the role of a Caregiver. Skilled in assisting with daily activities, medication management, personal hygiene, and ensuring a safe and comfortable environment. Communication and interpersonal skills, to patients and their families. Committed to delivering compassionate care, with dignity, and satisfaction of patient care.

EMPLOYMENT HISTORY:

Accountant

July 16, 2017 – Present

Dr. Samir Abbas Hospital - Jeddah Saudi Arabia

- Checking of daily receipt cash and visa payment to cashier.
- To ensure daily collections are reconciled, collection remittances are deposited.
- Point of Sales reconciliation.
- Fixed Asset Management / Depreciation / Amortization
- Prepaid Expenses – Iqama cost and Gov't Fee
- Conduct Inventory
- Administrative Works.

General Accountant

October 19, 2014 – July 14, 2017

CPC Holding Company – Saudi Binladin Group
Jeddah Saudi Arabia

- Checking and Preparation of Income Statement.
- Checking and Preparation of Balance sheet.
- Checking of reimbursement of Petty Cash.
- Preparation of Segmental report.
- Preparation of projection of income statement.
- Preparation Business plan yearly budget.
- Other administrative work relates to accounting.

General Accounting Associates

December 17, 2012 – September 26, 2014

Accenture Philippines – Quezon Philippines

- Processing of disposal of asset retirement and write off.
- Monitoring of sale of asset
- Accounts reconciliation.
- Preparation tax report

Accountant

September 01, 2010 – September 9, 2012

Seder Group of Company – APD – Riyadh Saudi Arabia

- Preparation of monthly payroll
- Preparation of Monthly Invoice
- Monitoring of accounts receivable

Senior Accounting Assistant**June 01,2008 – August 30, 2010**

WestPoint Collection & Business Services Inc. - Philippines

- Preparation Financial Statement / Payroll / Journal Entry
- Monitoring of cash disbursement
- Monitoring Revenue Account Receivable
- Preparation of bank reconciliation statement / Transportation allowance and collection incentive.

Auditor**January 01,2007 – December 31,2007**

Executive Optical - Philippines

- Conduct audit to branches and warehouse.
- Checking of daily sales / Petty cash fund / Physical inventory. (Frame, SG, Contact lenses, Solution & Branch Equipment) Reconciliation of physical inventory / Rate the branch performance (according to company policy)
- Preparing audit report /discuss the finding and recommendation.

Auditor**June 4, 2005 – February 28, 2006**

Island Air Product Corporation – Philippines

- Conduct surprise audit in the branch.
- Checking of daily sales invoice /Physical inventory / Daily production report.
- Monitor series of invoices, official receipt, provisionary receipt, gate pass and vouchers.
- Checking monthly cash & check flow statements / Payroll
- Preparing audit report /discuss the finding and recommendation.

Skills and Training

- - in Excel/Word/ Outlook (Pivot, V-lookup. removed duplicate / formula and Conditional Formatting)
- Power Point Presentation
- HMIS hospital system, Microsoft Dynamics / SAP System / Peachtree (Accounting System / PC Hardware Assembly.
- Multi-Tasking/ Hardworking
- Problem solving
- Teamwork and Collaboration

EDUCATION AND CERTIFICATION**Bachelor of Science in Accountancy****June 2000 – May 2004**

Aklan Catholic College – Aklan Philippines

SOCPA MEMBERSHIP

Membership Number : 26376

Validity : 5 September 2024